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ABSTRACT

The Mountain-Plains Course Resource List is presented by job title for 26 curriculum areas. For each area the printed materials, audiovisual aids, and equipment needed for the course are listed. The 26 curriculum areas are: mathematics skills, communication skills, office education, lodging services, food services, marketing and distribution, welding support, automotive, small engines, career guidance, World of Work, health education, consumer education, home management, parent involvement, carpenters, electronics assembler, electrical wireman, plumber, heating systems serviceman, refrigeration/cooling systems serviceman, appliance serviceman, radio and television serviceman, draftsmen, electric motor repairman, and leadership training. (Author)

ED106456

COURSE RESOURCE LISTS

By

Robert England

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
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RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 11: MATHEMATICS SKILLS

Mathematics Skills 11.01

Mathematics Skills as used at Mountain-Plains is all commercial material.

Individualized Learning for Adults. Research for Better Schools, Inc., 1700 Market Street, Philadelphia, Pennsylvania.

RESOURCE LIST BY JOB TITLES FOR

CURRICULUM AREA 15 COMMUNICATION SKILLS

(Basic & Advanced)

Printed Materials

No specific outside source is recommended. If the student fails to understand the material from the LAPs, or with help from the instructor, any English language text book of the instructors choice may be used as a back-up resource.

Audio/Visual

1. GED Video Tape Review. Video tape review of GED preparation produced by Mountain-Plains. (Optional.)

Equipment

1. Video tape equipment, (optional).

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 24 OFFICE EDUCATION

Accounting 24.01

Printed Materials

1. Century 21 Accounting. Boynton, Swanson, Carlson and Forkner. South-Western Publishing Company.
2. Stereotronics, a business simulation. South-Western Publishing Company.
3. Campers' Cove, a business simulation. South-Western Publishing Company.

Audio/Visual

35 mm Filmstrips

1. The Opening Phase of Bookkeeping. Singer SVE, Incorporated.
2. The Recording Phase of Bookkeeping. Singer SVE, Incorporated.
3. The Closing Phase of Bookkeeping. Singer SVE, Incorporated.

Equipment

1. Calculating Machine.
2. Filmstrip Projector.

Business Writing 24.02

Printed Materials

1. Business Correspondence/30. Fruehling and Bouchard, Gregg/McGraw-Hill, 1971.
2. Reference Manual for Stenographers and Typists. Gavin and Sabin, Gregg/McGraw-Hill.

Audio/Visual

none

Equipment

none

Ten Key Adding Machine 24.03

Printed Material

1. Student Handbook for AVT Business Calculating Machines, the Ten Key Adding Machine. Mildred Williams and Ronald Edward, First Edition, Media Systems Corporation, 1970.

Audio/Visual

1. Slide Set and Tapes BML-107TK Series 1-8. Media Systems Corporation.

Equipment

1. Monroe Ten Key Adding Machine.
2. Media Systems individual study carrel including slide projector, screen and cassette tape player with headphones - or comparable equipment.

Printing Calculator 24.04

Printed Materials

1. Student Handbook for AVT Business Calculating Machine, the Printing Calculator. Mildred L. Williams and Ronald K. Edward, First Edition, Media Systems Corporation, Moorestown, New Jersey, 1972.

Audio/Visual

1. Slide Set and Tapes BML-107PC 1-8. Media Systems Corporation.

Equipment

1. Study carrel described above.
2. Monroe 570 Printing Calculator.

Electronic Calculator 24.05

Printed Materials

1. Student Handbook for AVT Business Calculating Machines, The Electronic Calculator. Mildred L. Williams, 1972, Media Systems Corporation, Moorestown, New Jersey.

Audio/Visual

1. Slide and Tape Set BML-107EC-1-26. Media Systems Corporation.

Equipment

1. Monroe 620 Electronic Calculator.
2. Study carrel described above.

Data Processing 24.06

Printed Materials

1. Business Data Processing. Freeman, Hanna, Kahn, Weaver, McGraw-Hill Book Company.
2. Comprehensive Problems, Study Guides and Working Papers, Business Data Processing. Freeman, Hanna, Kahn, Weaver, McGraw-Hill Book Company

Audio/Visual

none

Equipment

1. IBM 59 Card Verifier.
2. IBM 29 Card Punch.
3. IBM 82 Card Sorting Machine.
4. Materials, paper, pencils and 3 x 5 note cards.

Filing for Accounting and Clerical Cluster 24.08

Printed Materials

1. SRA Filing Skills. Science Research Associates, Inc., 259 E. Erie Street, Chicago, Illinois 60611, 1964. Render Number 7-2242.
2. Gregg Quick Filing Practice. Gilbert Kahn, et al, Gregg/McGraw-Hill Book Company, 1965.

Audio/Visual

none

Equipment

none

Keypunch 24.10

Printed Materials

1. Key Punch Training Course. Bux, William C., South-Western Publishing Company.

Audio/Visual

1. Videa Tape produced by Mountain-Plains.

Equipment

1. IBM 59 Card Verifier.
2. IBM 29 Card Punch.
3. Video Tape Deck.
4. Video Play Back Unit.

Full Keyboard Adding Machine 24.13

Printing Materials

1. Full Keyboard Adding Listing Machine Course. Agnew and Pasewark, Third Edition, South-Western Publishing Company.

Audio/Visual

none

Equipment

1. Full Keyboard Adding Machine.

Beginning Shorthand 24.15

Printed Materials

1. Gregg Shorthand Dictionary. Diamond Jubilee Series. Leslie, Zoubek, McGraw-Hill.
2. Gregg Shorthand Individual Progress Method. Diamond Jubilee Series. Leslie, Zoubek, Henson, McGraw-Hill. Included are Presentation Tapes, Presentation Book I, Reinforcement Book II, Self-checks and Dictation Tapes.
3. Reference Manual for Stenographers and Typists. Gavin and Sabin. McGraw-Hill.

Audio/Visual

none

Equipment

1. Audio-Visual Tape Player and Viewer.
2. Cassette Tape Player.

Shorthand Transcription 24.16

Printed Materials

1. Gregg Transcription. Diamond Jubilee Series. Leslie, Zoubek, McGraw-Hill, Inc., New York, 1972.
2. Student's Transcript of Gregg Transcription. Diamond Jubilee Series. Leslie, Zoubek, McGraw-Hill, Inc., 1963.
3. Workbook for Gregg Transcription. Diamond Jubilee Series. Leslie, Zoubek, McGraw-Hill, Inc., 1963.
4. Dictation for Transcription. Diamond Jubilee Series. Leslie, Zoubek, McGraw-Hill, Inc., New Yrok, 1970.
5. Short Business Letters for Dictation and Transcription. Zoubek, Gregg/McGraw-Hill, 1970.
6. Gregg Shorthand Dictionary.
7. Reference Manual for Stenographers and Typists.

Audio/Visual

1. Gregg Shorthand Speed Development Tape Library, range 50 wpm to 120 wpm. Gregg Division, McGraw-Hill Book Company.

Equipment

1. Cassette Tape Player

Keyboard Typing 24.17

Printed Materials

1. Student Handbook for AVT Introductory Typing. Wanda W. Roderick, Media Systems Corporation, Moorestown, New Jersey, 1970.
2. Faster Typing. Second Edition, Hossfield and Nelson, H. M. Rowe Company, Chicago, Illinois, 1969.
3. Typewriting Drills for Speed and Accurancy. Rowe-Etier, Third Edition, Gregg/McGraw-Hill Book Company, 1966.
4. Gregg Tailored Timings, Electric Typewriter Edition. Winger, Weaver, Gregg/McGraw-Hill Book Company, 1971.

Audio/Visual

1. AVT Curriculum Package, Typing I (BLT-100) Introductory Typing. Media Systems Corporation. Includes slide/tape lessons, skill building tape cassettes and tests.

Equipment

1. Media Systems learning carrel as listed above.
2. A Typewriter.

Production Typing 24.18

Printed Materials

1. Student Handbook for AVT Introductory Typing. Wanda W. Roderick, Media Systems Corporation, Moorestown, New Jersey, 1970.
2. Student Handbook for AVT Intermediate Typing. Wanda W. Roderick, Media Systems Corporation, Moorestown, New Jersey, 1970.
3. Faster Typing. Second Edition, Hossfield and Nelson, H. M. Rowe, Company, Chicago, Illinois, 1969.
4. 101 Typewriting Timed Writing. Third Edition, James M. Thompson, South-Western Publishing Company, 1971.

Audio/Visual

1. AVT Curriculum Package, Typing I (BTL-100), Introductory Typing. Media Systems Corporation.
2. AVT Curriculum Package, Typing II (BTL-100), Intermediate Typing. Media Systems Curriculum.
   The above include slide/tape lessons, skill building tape cassettes and tests.

Equipment

1. Learning carrel as listed above.
2. A Typewriter.

Machine Transcription 24.19

Printed Materials

1. New York State Secretarial Practice Transcription Course: Part I
2. Reference Manual for Stenographers and Typists. Fourth Edition, Gavin and Sabin, Gregg Division, McGraw-Hill.

Audio/Visual

none

Equipment

1. Cassette Tape Player with earphones and foot pedal.
2. A Typewriter.

Secretary On The Job 24.20

Printed Materials

1. The Secretary on the Job. Witherow, Mary, Gregg Division/McGraw-Hill, 1967.
2. Reference Manual for Stenographers and Typists. Fourth Edition, Gavin and Sabin, Gregg Division, McGraw-Hill.

Audio/Visual

1. The Secretary on the Job Dictation Tape.

Equipment

1. Cassette Tape Player with earphones and foot pedal.
2. Duplicating Machine (ditto).
3. A Typewriter.
4. A Calculator.

Modern Office Procedure 24.21

Printed Materials

1. The Replacement. Weed and McKenna, Gregg Division, McGraw-Hill.
2. Secretarial Office Procedures. Meehan, Oliverio, Pasewark, Eighth Edition, South-Western Publishing Company.
3. Zip Code Dictionary. Brochure on current postal rates and services.
4. Computers, People and Data. Wood, South-Western Publishing Company.
5. Duplicating Machine Processes. Pasewark, William, South-Western Publishing Company, 1971.
6. 20th Century Bookkeeping and Accounting. Boynton, Carlson, Forkner and Swanson, South-Western Publishing Company.
7. Secretarial Office Procedure. Meehan, Oliverio, and Pasewark, South-Western Publishing Company.
8. The Receptionist. Wood and McKenna, Gregg Division, McGraw-Hill Book Company.

Audio/Visual

1. Video Tapes demonstrating duplicating methods.

Equipment

1. Video Tape Player and Viewer.
2. Postal Scale.

(Duplicating Machine Processes)

3. Fluid Duplicator.
4. Photocopier.
5. Thermofax Machine.
6. A Typewriter.
7. Styli (tracing, ball point, burnisher, lettering).
8. Shading Plate.
9. Stencils for Lettering.
10. Ditto Masters.
11. Stencils.
12. Stencil Correction Fluid.
13. Razor Blades.
14. Ruler.
15. Spirit Masters.
16. Thermofax Paper.
17. Transparency Paper.
18. Laminating Paper.
19. A Calculating Machine.
20. Telephone Tapes.
21. Cassette Player.
22. Cassette Recorder.
23. Blank Tapes.

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 25 LODGING

Housekeeping Operations 25.01

Printed Materials

1. The Correct Maid. Pheiffer and Voegele, Ahrens Publishing Company.
2. Functional Housekeeping in Hotels and Motels. Fales, ITT Educational Services (text and workbook).
3. The Maid - Cleaning the Bathroom. National Education Media, Inc., 1969 (study guide).
4. The Maid - Making Up The Room. National Education Media, Inc., 1969 (study guide).
5. Supervisory Housekeeping. American Hotel and Motel Association, 1961 (manual).
6. The Science of Housekeeping. Tucker Institutional Magazine.

Audio/Visual

Super 8 Filmstrips:

1. The Maid - Cleaning the Bathroom. National Education Media, Inc., 1969.
2. The Maid- Making Up The Room. National Education Media, Inc., 1969.

Equipment

1. Seventy-07 Fairchild film system projector, National Education Media.
2. Simulated guest bedroom (bed, dressers, night stands, lamps).
3. Simulated guest bathroom.
4. Furniture polish.
5. Toilet brush.
6. Liquid cleaner ("409", etc.)
7. Cleaning rags.
8. Maid supply basket.
9. Toilet seat bands.
10. Sheets (2 double flat).
11. Pillow cases.
12. Bedspread and blankets.
13. Mattress pad.

Front Desk Procedures 25.02

Printed Materials

1. Front Office Operations. Hazonics, ITT Educational Services, Inc., 1971, (book and workbook).
2. Hotel Front Office Management and Operation. Derkas, William C., Brown Company, 1970, 3rd edition.
3. Introduction to the Hospitality Industry. Kalt, ITT Educational Services, Inc., 1971 (book and workbook).
4. Front Office Procedures. Educational Institute of the American Hotel and Motel Association, 1970 (manual).
5. NCR Class 5 Manual. National Cash Register Company.
6. NCR 42 Manual. National Cash Register Company.
7. NCR 52 Manual. National Cash Register Company.
8. Sweda 76 Manual. Sweda International.
9. Sweda Data Register Manual. Sweda International.
10. The Front Desk. National Educational Media, Inc., 1971, (study guide).
11. The Hotelman's Basic Law. Ronald A. Anderson, Insurance Press, Ocean City, New Jersey, 1965.
12. Legal Aspects of Hotel, Motel and Restaurant Operations. ITT Educational Services.

Audio/Visual

Film Cassette

1. The Front Desk. National Education Media Film System.

Equipment

1. Calculator.
2. Cash drawer.
3. Cashier deposit envelope.
4. Credit card.
5. Credit card imprinter.
6. Credit card sales draft.
7. Credit card credit draft.
8. City ledger file.
9. Correction and transfer debit-credit vouchers.
10. "D" report or blank folio.
11. Guest account cards.
12. Guest folio pack.
13. Hotel/Motel transcript and recapitulation form.
14. Job application form (completed).
15. Assignment packages.
16. NCR guest folios.

17. NCR 42, Posting Machine.
18. National Education Medial Film System, Seventy-31, Fairchild Projector.
19. Ruler.
20. Simulated front office with: Registration desk.
    Room rack.
    Bulletin Board.
    As much other miscellaneous equipment as possible to make a good simulation.
21. Paper clips and/or stapler.
22. Simulated guest bedroom (bed, dresser, night stand, lamps).
23. Sweda 76 Cash Register
24. Work schedules.

Night Auditing Procedures 25.03

Printed Materials

1. Front Office Operation. Hazonics, ITT Educational Services.
2. Hotel Front Office Management and Operation. Dukas, the Educational Institute.
3. NCR 42 Operator's Manual. National Cash Register Company.
4. NCR Model 5-861-1 Operator's Manual. National Cash Register Company.
5. NCR 52 Operator's Manual. National Cash Register Company.
6. Sweda 76 Operator's Manual. Sweda International.
7. Sweda Data Register Operator's Manual. Sweda International.
8. NCR Model 5-861-1 Operator's Manual. National Cash Register Company.
9. Holiday Inn Operating Procedures Manual (front desk Model 76). Sweda International.
10. Holiday Inn Operating Procedures Manual for Sweda Data Register Systems. Holiday Inns of America, Inc.
11. Front Office Procedures Manual. American Hotel and Motel Association.
12. NCR Class 5 Accounting Machine. National Cash Register Company.

Audio/Visual

none

Equipment

1. Calculator.
2. Guest folio pack.
3. NCR guest folios.
4. Miscellaneous front office equipment (the more equipment, the better the simulation).
5. NCR 42, Account Posting Machine.
6. National Education Media Film System, Seventy-31, Fairchild Projector.

7. Sweda 76 Cash Register.
8. City ledger accounts file.
9. Correction and transfer debit-credit vouchers.
10. "D" report or blank folio.
11. Hotel/Motel transcript and recapitulation form.
12. Simulated guest bedroom (bed, dresser, night stand, lamps).
13. Vouchers.

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 26 FOOD SERVICES

Kitchen Helper 26.01

Printed Material

1. Custodial Training. Ohio Trade and Industrial Education Service, Division of Vocational Education, State Department of Education, Columbus, Ohio. Edited and distributed by Trade and Industrial Education Instructional Materials Laboratory, the Ohio State University, College of Education, Columbus, Ohio.
2. Elements of Food Production and Baking. Aaron Kaplan, ITT Educational Services, Inc., 55 West 42nd Street, New York, New York.
3. Food Training Routines I and II. Kent State University, Food Service Department, Kent, Ohio, published by INSTITUTIONS Magazine, 1801 Prairie Avenue, Chicago, Illinois.
4. Profitable Food Service Management through Worker Motivation. Travis Elliott, published by National Restaurant Association, 1530 North Lake Shore Drive, Chicago, Illinois.
5. Psychology and Human Relations in Marketing. Donald D. Hiserodt, McGraw-Hill, Inc., 1969.
6. Sanitation for Food Service Workers. Treva M. Richardson, published by INSTITUTIONS Magazine, 1801 Prairie Avenue, Chicago, Illinois.
7. Today's Dishwashing Machine Operator. Bolt, Beranek and Newman, Inc., Chain Store Publishing Corporation, 2 Park Avenue, New York, New York.

Audio/Visual

35 mm Filmstrip and 33 1/3 rpm record

1. A Beautiful Day to be Beautiful. International Film Bureau, Inc., 332 South Michigan Avenue, Chicago, Illinois, 1970.
2. The Angry Flame. National Restaurant Association, Chicago, Illinois, 1969.
3. Five Basic Ways to be Well Dressed. International Film Bureau, Inc., 332 South Michigan Avenue, Chicago, Illinois 1970.
4. Protecting the Public, parts I, II and III. National Restaurant Association, Chicago, Illinois, 1969.
5. Work-Smart Stay-Safe. National Restaurant Association, Chicago, Illinois, 1969.

35 mm Filmstrip and Audio Cassette

6. Luncheonette Service Blues. Merchandiser Film Productions.

Super 8 Sound Film

7. Food Service is People Service. National Education Media, 3518 West Cahuenga Blvd., Hollywood, California.
8. The Inside Story. National Education Media.

Video Tape

9. Dress, Hygiene and Actions.* Video Tape.

Equipment

1. Cleaning equipment for: Floor mopping, floor sweeping, lavatory, glass, kitchen equipment (i.e. griddle brick, scraper, wire brush, fiber brush, etc.)
2. Dishmachine.
3. Flashlight.
4. Fryer, french.
5. Griddle.
6. Hand tools.
7. Kettle, steam.
8. Mixer, upright.
9. Oven.
10. Projector or Viewer, filmstrip and cassette.
11. Projector or Viewer, filmstrip and record.
12. Projector, Super 8 Sound, Fairchild Seventy 31 Console, National Education Media, 3518 West Cahuenga Blvd., Hollywood, California.
13. Screen, projection.
14. Sink, three compartment.
15. Slicer, electric.
16. Steamer, compartment.
17. Video Tape Monitor.*
18. Video Tape Player.*

* Video Tape is to be produced. Script is currently available.

Short Order Cook 26.02

Printed Material

1. Cooking for Food Managers. Joseph Gregg, Wm. C. Brown Company Publishers, Dubreque, Iowa, 1967.
2. Food Preparation. Helen Andrews, McGraw-Hill, New York, Toronto, London, Sydney, 1967.
3. Professional Restaurant Service. Ellen Harris, McGraw-Hill, New York, Toronto, London, Sydney, 1966.
4. The Professional Chef. The Culinary Institute of America,
5. Quantity Food Production. Lendal Kotschevar, McCutchan Publishing Corporation, 2526 Grove Street, Berkeley, California, 1964.

6. Understanding Cooking. Lendal Kotschevar and Donald Lundberg, The University Store, University of Massachusetts, Amherst, Mass. 1965.
7. Understanding Food. Lendal Kotschevar and Margaret McWilliams, John Wiley and Sons, Inc., New York, London, Sydney and Toronto, 1969.

Audio/Visual

Super 8 Sound Film

1. A Cool Head for Salads. National Educational Media, Hollywood, Calif.
2. Deep Fat Frying. National Educational Media, Hollywood, Calif.
3. Give Your Eggs a Break. National Educational Media, Hollywood, Calif.
4. The Hamburg Sandwich. National Educational Media, Hollywood, Calif.
5. Sandwich Preparation and Presentation. National Educational Media, 3518 West Cahuenga Blvd., Hollywood, California.

Equipment

1. Bowls.
2. Broiler.
3. Fryer, deep fat.
4. Griddle.
5. Hand tools.
6. Oven.
7. Pans, egg.
8. Plater.
9. Projector, Super 8 Sound, Fairchild Seventy 31 Console, National Educational Media, 3518 West Cahuenga Blvd., Hollywood, California.
10. Scales, portion.
11. Stove.
12. Toaster.
13. Work Table.

Restaurant/Institutional Cook 26.03

Printed Materials

1. Food Preparation. Helen Andrews, McGraw-Hill, New York, Toronto, London, Sydney, 1967. (R/I)*
2. Modern Sandwich Methods. American Institute of Baking, 400 East Ontario Street, Chicago, Illinois, 1964. (I)*
3. The Professional Chef. The Culinary Institute of American, 1962. (R/I)*

* R used only by students in Restaurant Cook program.
I used only by students in Institutional Cook program.
R/I used by both in both programs.

4. Quality Food Production. Lendal Kotschevar, McCutchan Publishing Corporation, 2526 Grove Street, Berkeley, California, 1964.(R/I)*
5. Understanding Cooking. Lendal Kotschevar and Donald Lundberg, The University Store, University of Massachusetts, Amherst, Massachusetts, 1965. (R/I)*
6. Understanding Food. Lendal Kotschevar and Margaret McWilliams, John Wiley and Sons Inc., New York, London, Sydney, and Toronto, 1969. (R/I)*

Audio/Visual

Super 8 Sound Film

1. Broiling. National Educational Media, Hollywood, California. (R)*

Equipment

1. Bowls.
2. Breadboard. (I)*
3. Broiler. (R)*
4. Hand Tools.
5. Kettle, steam.
6. Knives.
7. Measuring cups.
8. Measuring spoons.
9. Mixer, upright.
10. Oven.
11. Pans, baking.
12. Pans, cake.
13. Pans, for steamtable.(I)*
14. Pans, frying.
15. Pans, roasting.
16. Pans, steaming.
17. Projector, Super 8 Sound, Fairchild Seventy 31 Console, National Educational Media, 3518 West Cahuenga Blvd., Hollywood, California.
18. Scales, portion.
19. Scoops.
20. Spatulas.
21. Steamtable.(I)*
22. Steamer, compartment.
23. Stove.

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* R used only by students in Restaurant Cook program.
I used only by students in Institutional Cook program.
R/I used by both in both programs.

Restaurant Manager Trainee 26.04

Printed Materials

1. Dining Room Service. Lewis Lehrman, ITT Educational Services, Inc., New York, New York, 1971.
2. Collection of Menus
3. Cookbooks
4. Menu Planners (prepared by various food suppliers).

Audio/Visual

35 mm Filmstrip and 33 1/3 rpm record

1. Fast Food Service. Restaurant-Hotel Aids, Inc., 2120 Girard Avenue South, Minneapolis, Minnesota, 1972.

Super 8 Sound Film

2. How Do You Look When It Counts. National Educational Media, 3518 West Cahuenga Blvd., Hollywood, California.
3. Taking the Order. National Educational Media, 3518 West Cahuenga Blvd., Hollywood, California.

Equipment

1. Bowls.
2. Dishes.
3. Flatware.
4. Glasses.
5. Hot food container.
6. Pans, assorted.
7. Projector, Super 8 Sound, Fairchild Seventy 31 Console, National Educational Media, 3518 West Cahuenga Blvd., Hollywood, California.
8. Projector or Viewer, filmstrip and record.
9. Salad bar.
10. Serving Equipment.
11. Screen, projection.
12. Table cloths.
13. Tables.

Chef Trainee 26.05

Printed Materials

1. Collection of Menus.
2. Cookbooks.
3. Dining Room Service. Lewis Lehrman, ITT Educational Inc., New York, New York, 1971.
4. Menu Planners (prepared by various food suppliers).
5. The Professional Chef. Culinary Institute of America, 1801 Prairie Avenue, Chicago, Illinois, 1971.

Audio/Visual

35 mm Filmstrips and 33 1/3 rpm record

1. Fast Food Service. Restaurant-Hotel Aids, Inc., 2120 Girard Avenue South, Minneapolis, Minnesota, 1972.

Super 8 Sound Film

2. How Do You Look When It Counts. National Educational Media, 3518 West Cahuenga Boulevard, Hollywood, California.

Equipment

1. Bowls.
2. Broiler, double.
3. Broiler.
4. Dishes.
5. Flatware.
6. Glasses.
7. Hand tools.
8. Hot food container.
9. Oven.
10. Pans, assorted.
11. Pans, baking.
12. Pan, marinade.
13. Pans, roasting.
14. Pans, sauce.
15. Platters.
16. Projector or Viewer, filmstrip and record.
17. Projector, Super 8 Sound, Fairchild Seventy 31 Console, National Educational Media, 3518 West Cahuenga Blvd., Hollywood, California.
18. Salad bar.
19. Sautoir.
20. Screen, projection.
21. Serving equipment.
22. Skewers.
23. Skillet.
24. Soup pot.
25. Stove.
26. Table cloths.
27. Tables.

Second Baker 26.06

Printed Material

1. Elementary Baking. Wm. J. Sultan, McGraw-Hill, New York, St. Louis, San Francisco, London, Sydney, Toronto, Mexico, Panama, 1969.
2. Food Preparation. Helen Andrews, Mc-Graw-Hill, New York, Toronto, London, Sydney, 1967.
3. From Flour to Bread. Wheat Flour Institute, Chicago, Illinois, 1971.
4. Practical Baking. Wm. J. Sultan, The AVI Publishing Company, Wesport, Conn., 1969.
5. Quantity Food Production. Lendal Kotschevar, McCrutchan Publishing Corp., 2526 Grove Street, Berkeley, California, 1964.

Audio/Visual

none

Equipment

1. Bag, pastry.
2. Bowls.
3. Blender, pastry.
4. Fryer, deep fat.
5. Grate.
6. Hand tools.
7. Kettle, steam.
8. Measuring cups.
9. Measuring spoons.
10. Mixer, upright.
11. Oven.
12. Pans, baking.
13. Pans, bread.
14. Pans, cake.
15. Pans, muffin.
16. Pans, pie.
17. Pans, popover.
18. Pans, sauce.
19. Rolling pin.
20. Scales, portion.
21. Sheets, baking.
22. Table, work.

SUPPORT RESOURCE LIST BY CURRICULUM AREA FOR

CURRICULUM AREA 26: FOOD SERVICES

Marketing & Distribution (CA 27)

Printed Materials

1. Business Principles and Management. Bernard A. Shilt, Kenneth E. Everard, John M. Johns, South-Western Publishing Company, 1973 (text and study guide).
2. Food and Beverage Purchasing. Bruno Marzel, ITT Educational Services, 1971, (text and workbook).
3. Food and Beverage Cost Controls. Bruno Marzel, ITT Educational Services, 1971.
4. Mathematics in Marketing. Logan and Freeman, Gregg/McGraw-Hill, 1970.

Audio/Visual

none

Equipment

none

Office Education (CA 24)

Printed Materials

1. Century 21 Accounting. Boynton, Swanson, Carlson and Forkner, South-Western Publishing Company, 1972 (Workbook Number 1, Key to Working Papers and Study Guides, Objective Unit Tests and Key, Problem Unit Tests and Key).
2. Student Handbook for AVT Business Calculating Machines, the Ten Key Adding Machine. Mildred Williams and Ronald Edwards, 1st edition, Media Systems Corporation, 1970.

Audio/Visual

35 mm Filmstrips

1. The Opening Phase of Bookkeeping. Singer SVE, Incorporated.
2. The Recording Phase of Bookkeeping. Singer SVE, Incorporated.
3. The Closing Phase of Bookkeeping. Singer SVE, Incorporated.

35 mm Slides and Audio Cassettes

4. BML-107TK, Series 1-8. Media Systems Corporation.

Equipment

1. Adding machine, Monroe ten key.
2. Projector, filmstrip.
3. Screen, projection.
4. Study carrel including slide projector, screen, and cassette tape player with headphones (Media Systems Series 55 or comparable).

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 27 MARKETING & DISTRIBUTION

Marketing Operations 27.01

Printed Materials

1. The Economics of Marketing. Mary K. Klaurens, Gregg Division/McGraw-Hill Book Company, 1971.
2. Wholesaling. Kenneth E. Ertel, Gregg Division/McGraw-Hill Book Company, 1970.

Audio/Visual

1. Marketing Careers. International Film Bureau, 1970.

Equipment

1. Singer Audio-Graflex 35 mm filmstrip projector or equivalent.

Merchandise Distribution Procedures 27.02

Printed Materials

1. Physical Distribution. Lawrence A. Walch, Gregg Division/McGraw-Hill, 1969.
2. Receiving, Checking and Marking. Distributive Education Instructional Materials Laboratory, University of Texas at Austin, 1969.
3. Stockkeeping. Distributive Education Instructional Materials Laboratory, University of Texas at Austin, 1969.

Audio/Visual

1. Receiving, Checking and Marking Merchandise. International Film Bureau, 1970.

Equipment

1. Singer Audio-Graflex 35 mm filmstrip projector or equivalent.

Human Relations In Marketing 27.03

Printed Materials

1. Psychology and Human Relations in Marketing. Donald De Hiserodt, Gregg Division/McGraw-Hill Book Company, 1969.

Audio/Visual

35 mm Filmstrips:

1. Your Person and Personality. Universal Education and Visual Arts.
2. Power of Store Morale. Merchandiser Film Productions.
3. Serving and Selling the Problem Customer. Merchandiser Film Production.
4. Store Rules Make Good Sense. Merchandiser Film Production.

Equipment

1. Singer-Graflex 35 mm filmstrip projector or equivalent.
2. Video-tape equipment.

Marketing Mathematics 27.04

Printed Materials

1. Mathematics in Marketing. Logan and Freeman, 1970.

Audio/Visual

none

Equipment

none

Cash Register Operation 27.05

Printed Materials

1. Check/Cashier. Edison and Mills, 1969.
2. Fundamentals of Selling. Wingate Nolan, 1969.

3. Instruction Book, NCR.
4. Money Safeguarding Procedure. National Cash Register Company.
5. Reatil Merchandising. Wingate-Samson, 1968.
6. Sacking the Customer's Orders. Supermarket Institute, National Cash Register Company.

Audio/Visual

35 mm Filmstrips:

1. A Beautiful Day to be Beautiful. International Film Bureau, Inc., 1970.
2. Five Basic Ways to be Well Dressed. International Film Bureau, Inc., 1970.
3. Check and Double Check. Universal Education Visual Arts.
4. Modern Cashiering Made Easy. Merchandise Film Productions.
5. Shoplifting - the Plot Against You. Merchandise Film Productions.
6. Greedy Hands. Universal Educational and Visual Arts.
7. Get on the Ball - Stop Shrinkage. Merchandise Film Productions.

Video Tape Film:

8. Cash Register Operation. Produced by Mountain-Plains.

Equipment

1. Addressograph Charge Card Imprinter.
2. Cash Register.
3. Singer-Graflex 35 mm Filmstrip Projector or equivalent.
4. Video tape equipment.
5. Charge slips.
6. Lay-A-Way slips.
7. Rain checks.
8. Refund slips.

Visual Merchandising 27.06

Printed Materials

1. Display and Promotion. Gary R. Smith, Gregg Division/McGraw-Hill Book Company, 1970

Audio/Visual

1. Point of Purchase Display. International Film Bureau, 1970 (sound filmstrip).

Equipment

1. Singer-Graflex 35 mm Filmstrip Projector or equivalent.

Basic Salesmanship 27.07

Printed Materials

1. Retail Salesmanship. F. E. Hartzler, Gregg Division/McGraw-Hill Book Company, 1970.

Audio/Visual

35 mm Filmstrips:

1. New Horizons in Selling. Universal Educational and Visual Arts.
2. Techniques in Selling. Universal Educational and Visual Arts.
3. Why People Buy. Universal Educational and Visual Arts.
4. Objections and Objectives. Universal Educational and Visual Arts.
5. Sales Check Procedures. International Film Bureau, Inc.
6. Economics of Selling. Universal Educational and Visual Arts.

Equipment

1. Singer-Graflex 35 mm Filmstrip Projector or equivalent.
2. Video tape equipment

Customer Services 27.08

Printed Materials

1. Customer Services. Leroy M. Buchner, Gregg Division/McGraw-Hill Book Company, 1971.

Audio/Visual

35 mm Filmstrips:

1. Customer Service in Quick Service Stores. Merchandise Film Productions.

Equipment

1. Singer-Graflex 35 mm Filmstrip projector or equivalent.

Advanced Salesmanship 27.09

Printed Materials

1. Basic Salesmanship. John W. Ernst, Gregg Division/McGraw-Hill Book Company, 1969.
2. Creative Selling. John W. Ernst, Gregg Division/ McGraw-Hill Book Company.
3. Salesmanship. C. A Kirkpatrick, South-Western Publishing Company, 1917.
4. Secrets of Overcoming Sales Resistance. Albert Goldstein, 1959.
5. Secrets of Closing Sales. Chard B. Roth, 1969.
6. Product Information Sources (to be selected by the student).

Audio/Visual

1. Know Your Product. Universal Educational and Visual Arts.

Equipment

1. Singer-Graflex 35 mm Filmstrip Projector or equivalent.
2. Video tape equipment
3. Three products of students choice to use for sales presentation.

Advertising and Promotion 27.10

Printed Materials

1. Advertising. William H. Antrim, Gregg Division/McGraw-Hill Book Company, 1970.
2. Display and Promotion. Gary R. Smith, Gregg Division/McGraw-Hill Book Company, 1970.

Audio/Visual

35 mm Filmstrips:

1. Advertising. Current Affairs Films (sound filmstrip).
2. Newspaper Advertising. International Film Bureau, 1970 (sound filmstrip).

Equipment

1. Art supplies and equipment.
2. Singer-Graflex 35 mm Filmstrip Projector or equivalent.
3. Video tape equipment.

Purchasing 27.11

Printed Materials

1. Buying and Pricing. Eugene L. Dorr, G. Henry Richart, Warren G. Meyer, and Peter G. Haines, Gregg Division/McGraw-Hill Book Company, 1971.

Audio/Visual

none

Equipment

none

Business Finance and Control 27.12

Printed Materials

1. Business Principles and Management. Bernard A. Shilt, Kenneth E. Everard, and John M. Johns, South-Western Publishing Company, 1973 (text and study guide).
2. Food and Beverage Purchasing. Bruna Maizel, ITT Educational Services, 1971 (text and workbook).
3. Food and Beverage Cost Controls. Bruna Maizel, ITT Educational Services, 1971.
4. Retail Merchandising. John W. Wingate and Harland E. Samson, South-Western Publishing Company, 1968.

Audio/Visual

none

Equipment

1. Cash register.

Supervisory Skills 27.13

Printed Materials

1. How to Train an Employee. Karsas State Teachers College, 1971.
2. Human Relations. Kansas State Teachers College, 1970.

Audio/Visual

35 mm Filmstrips:

1. A New Look at Your Job. Merchandiser Film Production.
2. Teaching a New Employee. Merchandiser Film Production.
3. Problem Employees - Cause and Cure. Merchandiser Film Production.
4. Interviewing and Hiring Store Personnel. Merchandiser Film Production.

Equipment

1. Singer-Graflex 35 mm Filmstrip Projector or equivalent.

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 36: WELDING

Gas Welding 36.01

Printed Materials

1. Welding Skills and Practices. Giachino, Weeks, Brune, 4th Edition, American Technological Society, 1971.

Audio/Visual

none

Equipment

1. Oxygen-acetylene welding and cutting equipment.
2. Safety goggles.
3. Protective clothing.
4. Supplies: 4 by 1/8 or 4 by 3/16 metal stock
   4" by 4" by 1/8" sheet metal plate
   scrap practice metal
   cast iron
   bronze weld rods
   bronze flux
   pipe sections of the same diameter

Arc Welding 36.02

Printed Materials

1. Welding Skills and Practices. Giachino, Weeks, Brune, 4th Edition, American Technological Society, 1971.

Audio/Visual

none

Equipment

1. Arc welding equipment: 225 amp AC DD arc welder
   high frequency stabilizer
   tig torch and regulator
   mild steel welding electrode
   weld bend test equipment
2. Welding face mask.
3. Protective clothing (gloves, jacket, or apron).
4. Holding fixture.
5. Supplies: 4 by 4 by 1/5 inch metal plate
   4" by 4" by 3/8" thick mild steel
   metal stock: two 2" x 4" x 3/8" plates
   two 1" x 1/4" x 2"
   two pieces stock metal (3 x 2 x 1/4")
   metal stock: one 4" x 3" x 3/8"
   one 3" x 3" x 3/8"
   two 2" x 4" x 3/8" plates
   two 2" x 4" x 3/8" metal plates
   four 2" x 4" x 3/8" pieces of metal stock
   iron

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 37 AUTOMOTIVE

Shop Safety 37.01

Printed Materials

1. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, 1969.
2. Auto Service and Repair. Stockel, Goodhart-Wilcox, 1969.
3. Safety Manuals.
4. First Aid (pamphlet).
5. A Telephone Directory.

Audio/Visual

none

Equipment

1. Fire extinguisher.
2. Eye protector.
3. Hand protectors.
4. Jack stands.

Tools and Equipment 37.02

Printed Materials

1. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, 1969.
2. Auto Service and Repair. Stockel, Goodhart-Wilcox, 1969.

Audio/Visual

none

Equipment

1. Basic hand tools.
2. Precision measuring tools.
3. Jacks and lifts.
4. Presser and puller.

Brake Systems 37.03

Printed Materials

1. A Lathe Operator's Manual.
2. Automotive Service and/or Repair Manuals such as Motors Repair Manual. The Hearst Corporation, 1972, or the equivalent.
3. Manufacturers Specifications for Brake Systems.

Audio/Visual

Super 8 Sound Films: Brake Work Filmstrips

1. #FAA152. Nomenclature and Adjustments. DCA Educational Products, Inc.
2. #FAA162. Disassembly Procedures. DCA Educational Products, Inc.
3. #FAA172. Assembly Procedures. DCA Educational Products, Inc.
4. #FAA182. Disassembly Procedures. DCA Educational Products, Inc.
5. #FAA192. Assembly Procedures. DCA Educational Products, Inc.
6. #FL-7774. Single Piston Caliper Disassembly. Universal Education & Visual Arts.
7. #FL-7775. Single Piston Caliper Cleaning and Inspection. Universal Education & Visual Arts.
8. #FL-7776. Single Piston Caliper Assembly. Universal Education & Visual Arts.
9. #FL-7777. Removing the Pads. Universal Education & Visual Arts.
10. #FL-7778. Installing the Pads. Universal Education & Visual Arts.
11. #FL-7771. Dual Master Cylinder Disassembly. Universal Education & Visual Arts.
12. #FL-7772. Dual Master Cylinder Cleaning and Honing Part II. Universal Education & Visual Arts.
13. #FL-7773. Dual Master Cylinder Assembly Part III. Universal Education & Visual Arts.

Equipment

1. Vehicles: Needing wheel cylinder replacement.
   Needing brake shoe adjustment.
   Needing brake inspection.
   With a single-unit master cylinder needing an overhaul.
   With a dual master cylinder needing an overhaul.
   With defective disc brake caliper.
   Needing disc brake pad replacement.
   Needing brake bleeding.
   With defective power brake unit.
   Needing emergency brake adjustment.
2. Brake fluid.
3. Caliper repair equipment.
4. Fender covers.
5. AVT System Super 8 mm Instant Film Loop Player.
6. Hand tools.
7. Jack and jack stands.
8. Brake drum.
9. Brake linings.
10. New brake shoes.
11. Wheel cylinder repair kit.
12. Brake lathe.
13. Master cylinder repair kit.
14. Filmstrip projector.
15. New pads.
16. Disc brake rotor.
17. Pressure bleeder and operator's manual.
18. Power brake replacement parts.

Suspension System 37.04

Printed Materials

1. Manual for year and model of cars to be worked on.
2. Auto Service and Repair. Stockel, Goodhart-Wilcox, Inc., 1969.
3. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, Inc., 1969.
4. Auto repair manuals. (Motors Repair Manual, the Hearst Corporation, 19/2 or equivalent).

Audio/Visual

Set of Filmstrips on Wheel Alignment

1. #FFA062. DCA Educational Products, Inc.
2. #FFA072. DCA Educational Products, Inc.
3. #FFA082. DCA Educational Products, Inc.
4. #FFA092. DCA Educational Products, Inc.

5. #FFA102. DCA Educational Products, Inc.
6. #FFA112. DCA Educational Products, Inc.
7. #FFA122. DCA Educational Products, Inc.
8. #FFA132. DCA Educational Products, Inc.
9. #FFA142. DCA Educational Products, Inc.

Filmstrips:

10. #FFA032. Run Out & Out of Balance. DCA Educational Products, Inc.
11. #FFA042. Front Wheels. DCA Educational Products, Inc.
12. #FFA052. Rear Wheels. DCA Educational Products, Inc.

Equipment

1. Automobiles: Equipped with manual steering adjustment.
   Equipped with eccentric wheel alignment adjustment.
   With slide adjustment.
   With shim type caster adjustment.
   With shim type wheel alignment.
   Needing idler arm replacement.
   Needing new ball joints.
2. AVT System Super 8 mm Instant Film Loop Player.
3. Bubble balancer (static balance).
4. Weights and weight hammer tool.
5. Spin balance equipment.
6. Jack and safety stands.
7. Bearing grease.
8. Hand tools.
9. New replacement wheel bearings.
10. Torque wrench.
11. New replacement parts for auto needing ball joints.
12. Special tools for installation.
13. Cotter keys.
14. Vehicle needing tie-rod replacement
15. Grease.
16. New tie rods.
17. Creeper.
18. Idler arm.
19. Vehicle needing control arm bushing replacement.
20. New control arm bushings.
21. Vehicle needing toe adjustment.
22. Special suspension system tools.
23. Alignment equipment.
24. Alignment specifications.
25. Gearbox repair parts.
26. Gearbox lube.
27. Power steering pumps.
28. Power steering pump overhaul kit.

29. Replacement parts for power steering pumps.
30. Power steering fluid.
31. Power steering control unit.
32. Replacement parts for power steering control unit.
33. Drain pan.
34. Power steering cylinder.
35. Replacement parts for power steering cylinder.

Electrical Systems 37.05

Printed Materials

1. Auto Service and Repair. Stockel, Goodhart-Wilcox, Inc., 1969.
2. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, Inc., 1969.
3. Operator's Manuals.
4. Automobile Encyclopedia, Motor Services.

Audio/Visual

Filmstrips:

1. #FAA262. Load Test. DCA Educational Products, Inc., Universal Education Film Loops.
2. #FAA272. Charge-Volts Test. DCA Educational Products, Inc., Universal Education Film Loops.
3. #FAA282. Starter Current Draw Test. DCA Educational Products, Universal Education Film Loops.

Equipment

1. Automobiles: Needing turn signal repair.
   Needing headlight and parking light repair.
   Needing taillight or brake light repair.
   Needing instrument light repair.
   With voltage regulator.
   With defective alternator.
   With defective generator.
   With functioning charging system.
   Needing starting wiring system checked.
   With battery needing service.
2. AVT System Super 8 mm Instant Film Loop Player.
3. Baking soda and water.
4. Battery cable puller (tool).

5. Battery connection cleaner.
6. Fender covers.
7. Hand tools.
8. Battery charger.
9. Battery cleaners.
10. Battery to be tested.
11. Battery testing equipment.
12. Defective Chrysler gear reduction starter.
13. Starter testing equipment.
14. Starter repair manual.
15. Defective Ford starter.
16. Ford starter replacement parts.
17. Test equipment.
18. Repair manual, Motor Repair Manual, the Hearst Corporation, 1972, or equivalent.
19. Charging system test equipment.
20. Genorator test equipment.
21. Replacement parts as needed.
22. Alternator test equipment.
23. Alternator replacement parts as needed.
24. Regulator testing equipment.
25. Auto ignition system.
26. Circuit tester.
27. Turn signal replacement parts.
28. Seat cover towel.
29. Replacement parts for electrical systems.

Emission Systems 37.07

Printed Materials

1. Auto Service and Repair. Stockel, Goodhart-Wilcox, Inc., 1969.
2. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, Inc., 1969.
3. National Service Data. Mitchell Manuals, Inc.
4. Automotive Encyclopedia. Goodhart-Wilcox, Inc.
5. Motors Repair Manual. The Hearst Corporation, 1972 or equivalent repair manual.

Audio/Visual

none

Equipment

1. Automobiles: Needing PCV valve inspection and service.
   With air pump.
   With air injector.
   With air pump check valve.
   With anti afterburn valve.
   Needing testing for combustion efficiency.
   With Ford emission control system.
   With Chrysler emmission control system.
   With GM emission control system.
2. Fender cover.
3. Hand tools.
4. Equipment for testing exhaust efficiency (exhaust analyzer).
5. Ford emission control system parts.

Tune-Up 37.08

Printed Materials

1. Auto Service and Repair. Stockel, Goodhart-Wilcox, Inc., 1969.
2. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, Inc., 1969.
3. Engine Test Equipment Operator's Manual.
4. Operator's Manual.
5. Distributor Specification Repair Manual.
6. Battery Testers Operator's Manual.

Audio/Visual

none

Equipment

1. Automobiles: With a distributor.
   Needing ignition points and condenser replaced.
   Needing battery parts cleaned.
   Needing timing adjusted.
   Needing secondary ignition cables replaced.
   Needing spark plug replacement.
   Needing plugs serviced.
   To test charging output.
   With functioning starter system.
   Needing secondary cables tested.

2. Tachometer.
3. Cylinder leakage guage.
4. Vacuum guage.
5. Cylinder leakage tester.
6. Fender covers.
7. Hand tools.
8. Paper.
9. Timing light.
10. Distributor machine.
11. Ignition distributor.
12. New points and condenser.
13. Dwell meter.
14. Ohm meter.
15. Battery cable remover.
16. Battery terminal cleaner.
17. Baking soda and water.
18. Post coater or grease.
19. New secondary cables.
20. New spark plugs.
21. Spark plug cleaning machine.
22. Battery load tester.
23. Volt-Ampere meter.
24. Core tester.
25. Charging system test equipment.
26. Battery.
27. Battery charger.
28. Voltmeter.
29. Ignition coil.
30. Coil output tester.

Transmissions 37.10

Printed Materials

1. Auto Service and Repair. Stockel, Goodhart-Wilcox, Inc., 1969.
2. Service/Repair Manuals.
3. National Service Data. Mitchell Manuals.

Audio/Visual

1. Film: Torque Connector, Mountain Plains.

Equipment

1. AVT System Super 8 mm Instant Film Loop Player.
2. Automobile: With standard transmission.
   With automatic transmission.
   With two speed automatic transmission.
   With three speed automatic transmission.
   Needing throw-out bearing.
   Needing clutch adjustment.
   With clutch problem.
   Needing new U joint.
   With two piece propeller shaft.
   With rear axle assembly.
   Needing axle bearing and seal replacement.
3. Clutch aligning tool.
4. Hand tools.
5. Jack and jack stands.
6. New clutch plate.
7. New pressure plate.
8. Bushing puller.
9. Engine equiped with pilot bushing.
10. New pilot bushing.
11. New throw-out bearing.
12. Puller.
13. Snap-ring pliers.
14. Gasket cement.
15. Shift cover gasket.
16. Pressure test equipment.
17. Transmission jack.
18. Drain pan.
19. Cleaning fluids.
20. Two speed connector and stator.
21. Clutch units.
22. Press.
23. Solvent.
24. Servo bands for the two-speed.
25. Cleaning solvent.
26. Bypass/Pressure Regulator Valve.
27. Magnifying glass.
28. Pump.
29. Valve body.
30. Finishing stove.
31. Trouble light.
32. Governor.
33. Servo pistons.
34. Planetary unit.

35. Thickness guage.
36. Disassembled transmission.
37. Transmission equipment.
38. Transmission fluid.
39. Transmission jack.
40. Pressure testing equipment.
41. Drain pan.
42. Special transmission equipment.
43. Three-speed valve body.
44. Three-speed international servo.
45. Three-speed governor.
46. Bushing driver tool.
47. Rear seal and bushing of a three-speed transmission.
48. Replacement parts.
49. File.
50. Control valve.
51. Front pump.
52. Drive line components.
53. Reverse clutch and high clutch.
54. Forward clutch.
55. One-way clutch unit.
56. Planetary gears.
57. Piston servo band.
58. Converter.
59. Disassembled three-speed transmission.
60. New U joint.
61. Axle housing equiped with differential.
62. Carrier and pinion bearings.
63. Differential unit.
64. Dial indicator.
65. White lead.
66. Slide hammer puller.
67. Axle bearing and seal (new).
68. C Clamp.
69. Hydraulic press.
70. Seal removal tool

Auto Air Conditioning 37.11

Printed Materials

1. An Air Conditioning Service Manual.
2. Automobile Air Conditioning. Boyce H. Dwiggins, Delmar Publishers, 1970 and 1967 (two editions).
3. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, Inc., 1969.
4. Auto Service and Repair. Stockel, Goodhart-Wilcox, Inc., 1969.

Audio/Visual

none

Equipment

1. Vehicle with air conditioning.
2. Air conditioning equipment.
3. Replacement hose and fittings for air conditioning.
4. Air conditioning fluid.
5. Eye protection.
6. Fender covers.
7. Soap solution.
8. Freon.
9. Halide leak detector.
10. Hand Tools.
11. Manifold and guage.
12. Vacuum pump.

Parts and Accessories 37.12

Printed Materials

1. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, Inc., 1969.
2. Auto Service and Repair. Stockel, Goodhart-Wilcox, Inc., 1969.
3. Labor Price Conversion Chart.
4. Reference Manual.
5. Latest Time and Parts Manuals Available.

Audio/Visual

none

Equipment

1. Air hose and blow nozzle.
2. Air supply.
3. Stal- and parts to be cleaned.
4. Serger tool.
5. Slops standard checklist.
6. Solvent brush.

7. Solvent and container.
8. Cleaning equipment (rags, trash can, broom, floor cleaning soap, squeegee, etc.)
9. A customer (real or role played) requesting repair work for a vehicle needing work.
10. A work order and checklist.

Detailing and Servicing 37.13

Printed Materials

1. Auto Mechanics Fundamentals. Stockel, Goodhart-Wilcox, Inc., 1969.
2. Auto Service and Repair. Stockel, Goodhart-Wilcox, Inc., 1969.

Audio/Visual

none

Equipment

1. Automobile: Needing oil change.
   Needing oil filter change.
   Needing a lubrication job.
   Needing tires changed and/or rotated.
   Needing doors and hoods adjusted.
2. Appropriate service manuals for detailing and servicing the various makes of cars.
3. Fender covers.
4. Replacement oil.
5. Replacement oil filter.
6. Oil drain dispenser.
7. Proper band tools.
8. Hoist or jack stands and jacks.
9. Lubrication equipment and chart.
10. Tire to mount on rim assembly.
11. Tire changing equipment.(rubber lubricant, hand wire brush, tire removal tool, etc.)
12. Hand tools for door adjustment.

Automotive Fuel Systems 37.06

Printed Materials

1. Automotive Fundamentals. Stockel, 1969.
2. Automotive Mechanics. Stockel, 1969.
3. Motors Encyclopedia. Toboldt & Johnson, 1970.
4. Service manuals.
5. Fuel Filter Specification manual.
6. Fuel Pump Specification manual.

Audio/Visual

none

Equipment

1. Carburetors and repair kits:
   - single throat
   - dual barrel
   - four barrel
   - quadrajet
   - thermoquad
2. Carburetor with:
   - automatic choke
   - automatic electric choke
3. Butcher paper.
4. Carburetor cleaner solution.
5. Fender covers.
6. Fuel filter.
7. Fuel pump.
8. Gaskets.
9. Tachometer.
10. Wire cleaning basket.

Engine Repair 37.09

Printed Materials

1. Automotive Fundamentals. Stockel, 1969.
2. Automotive Mechanics. Stockel, 1969.
3. Motors Encyclopedia. Toboldt & Johnson, 1970.
4. Service manuals.

Audio/Visual

none

Equipment

1. Anti-freeze.
2. Camshaft.
3. Connecting rods.
4. Coolant.
5. Carbon scraper.
6. Cylinder head.
7. Crankshaft bearings.
8. Dial indicator.
9. Drain pan and funnel.
10. Engine block.
11. Fender covers.
12. Flush gun and water source.
13. Hand tools.
14. Hoses and hose clamps as needed.
15. Magnifying glass.
16. Micrometers.
17. Oil.
18. Oil pump (new).
19. Overhead cam head to be overhauled.
20. Overhead valve head to be overhauled.
21. Pan gasket set.
22. Plasti-gauge.
23. Pistons.
24. Remote oil test gauge.
25. Repair manual.
26. R. P. M. meter.
27. Straight edge ruler.
28. Torque wrench.
29. Source of heat.
30. Thermostat and gasket.
31. Thermometer.
32. Valve grind equipment.
33. Valve grind gasket set and replacement valves (if needed).

34. Valve spring compressor.
35. Wire brush with electric drill.
36. Water pump and gasket.
37. Wire.

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 38 SMALL ENGINES

Basic Small Engines 38.01

Printed Materials

1. All About Small Gas Engines. Purvis, Goodheart-Wilcox Company, Inc., 1963.
2. Auto Engines and Electrical Systems. Blanchard & Ritchen, Motor, 250 West 55th Street, New York, 1970.
3. Automotive Electrical Equipment: Construction. Crouse, McGraw-Hill Book Company, 1971.
4. Auto Service and Repair. Stockel, Goodheart-Wilcox Company, Inc., 1969.
5. Briggs & Stratton Repair Instructions IV. Briggs & Stratton Corporation, Milwaukee, Wisconsin.
6. Briggs & Stratton Parts and Service Data, (4-cycle Gasoline Engines). Briggs & Stratton Corporation, Milwaukee, Wisconsin.
7. Chainsaw Service Manual, (Fourth Edition). Intertec Publishing Corporation, 1974.
8. Collection of small engine manufacturer's service manuals.
9. Exploring Power Mechanics, (Second Edition). Glenn, Charles A. Bennett Company, Inc., 1967.
10. General Power Mechanics. Crouse, Mc-Graw-Hill Book Company.
11. Kohler service manuals, Kohler Company, Kohler, Wisconsin.
12. Lawn Boy Mechanics Handbook: Mowers. Outboard Marine Corporation.
13. Lawn Boy Service Manual. Outboard Marine Corporation.
14. Lawson Power Products service manuals and parts books.
15. Model 98 Ignition Analyses Manual of Operation and Test Data. Merc-O-tronic Instruments Corporation, 1969.
16. Motorcycle Flat Rate Manual (Second Edition). Intertec Publishing Corporation, 1972.
17. Motorcycle Service Manual, (Third Edition), Volumes 1 & 2. Intertec Publishing Corporation.
18. Operating Instructons for All Graham 51 Models, Coil and Condenser Testers. Graham-Lee Electronics, Inc., Minneapolis, Minnesota.
19. Outboard Flat Rate Manual (Fourth Edition). Intertect Publishing Corporation.
20. Outboard Motor Service Manual (Sixth Edition), Volumes 1 & 2. Intertec Publishing Corporation.
21. Power Technology. Stephenson, Delmar Publishers, 1968.
22. Shop Safety. Westinghouse Learning Corporation, 1970.
23. Small Engines & Chainsaw Flat Rate Manual. Intertec Publishing Corporation.
24. Small Engines: Care & Operation, Volume 1. American Association for Vocational Instruction Materials, 1971.
25. Small Engines: Maintenance & Repair, Volume 2. American Association for Vocational Instruction Materials, 1971.
26. Small Engines: Operation & Maintenance. Crouse, McGraw-Hill Book Company, 1974.
27. Small Engines Service Manual (9th Edition). Technical Publications Division, Intertec Publishing Corporation.

28. Small Gasoline Engines. Stephenson, Delmar Publishers, 1964.
29. Small Gasoline Engines Training Manual, Pipe 1. Howard W. Sams and Company, Inc., 1969.
30. Snowmobile Service Manual (Sixth Edition). Intertec Publishing Corporation, 1973.
31. Work Order (forms).

Audio/Visual

2 x 2 Slides:

1. Briggs And Stratton Slide Set:
   a. Bearing replacement.
   b. Checking carburetors.
   c. Disassembly Inspection and Re-assembly Procedures.
   d. Re-sizing cylinders.
   e. Troubleshooting.
   f. Valve and seat reconditioning.

Overhead Slides:

2. Power Technology Projectuals, Delmar Publishers (set of 21 overhead slides).
3. Small Gasoline Engines. James L. Smartt, Delmar Publishers (set of 18 overhead slides.)

Equipment

1. Analyzer/tester, ignition, model 98.
2. Balancer, blade, lawn mower.
3. Bits, drill set (1/16" to 1/2").
4. Caliper, vernier.
5. Chisel, set (assorted).
6. Coils, ignition (assortment).
7. Condensers, ignition (assortment).
8. Drill, 3/8" vari-speed.
9. Engine, 2-cycle.
10. Engine, 2-cycle (cutaway).
11. Engine, 4-cycle.
12. Engine, water cooled.
13. Engines, with various types of ignition systems.
14. File, metal cutting.
15. Gauges, feeler (flat & wire).
16. Gauges, Go-Nogo (Briggs & Stratton).
17. Gauge, telescoping.
18. Grinder, bench.
19. Hacksaw.
20. Holder, flywheel (Briggs & Stratton).

21. Magnito, complete assembly.
22. Micrometer, inside/outside.
23. Mower, lawn power.
24. Pilot, for reamers (Briggs & Stratton).
25. Projector, overhead.
26. Projector, slide.
27. Pullers, assorted.
28. Pumps, fuel.
29. Punch, set (assorted).
30. Reamers, bushing (Briggs & Stratton).
31. Reamers, set (Briggs & Stratton).
32. Scales, steel.
33. Screen, projection.
34. Tester, coil and condenser (Graham Model 51).
35. Tools, hand:
    - tool box with tray
    - pad lock
    - pliers (needle nose, diagonal, slip joint)
    - raw hide mallet (no. 3).
    - ball peen hammer (12 oz.)
    - 3/8" drive
    - 13/16" spark plug socket
    - ratchet, husky
    - extension, 12 ft. and 5 ft.
    - break over handle
    - speed handle
    - 9 piece metric socket set
    - swivel
    - swivel sockets, sizes 1/2" and 9/16"
    - plastic mallet, 12 oz.
    - impact driver with bits
    - standard sockets, sizes 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4", 13/16", 7/8"
    - deep sockets, sizes 1/2", 9/16", 5/8", 11/16", 3/4", 13/16"
    - 4 piece phillips screwdriver set
    - 4 piece slot head screwdriver set
    - combination end wrench, sizes 1/4", 3/8", 7/16", 1/2", 9/6", 5/8", 7/8", 15/16", 1/11"
    - 10 piece metric wrench set
36. Tools, special (Lawnboy):
    - air gap gauge
    - bearing installer
    - bearing remover
    - crankshaft guide
    - engine stand
    - governor gauge
    - piston stop
    - ring compressor
    - seal installer
37. Tool, valve facing.
38. Tool, valve seat finishing.
39. Wrench, clutch.
40. Wrench & sockets, air impact.
41. Wrench, torque (1/4" & 3/7").

Chainsaw 38.02

Printed Materials

1. Chainsaw Service Manual (Fourth Edition). Intertec Publishing Corporation, 1974.
2. Small Engines Service Manual (10th Edition). Technical Publications Division, Intertec Publishing Corporation.

Audio/Visual

none

Equipment

1. Chainsaw.
2. File, chainsaw (assortment).
3. Guide, file.
4. Test equipment, electrical:
   - Yamaha electrical tester
   - point checker
   - meter, multi
   - timing light
   - Graham coil tester
   - Merc-o Tronic coil tester
5. Tools, hand:
   - tool box with tray
   - pad lock
   - pliers, needle nose, diagonal, slip joint
   - raw hide mallet (no. 3)
   - ball peen hammer (12 oz.)
   - 3/8" drive
   - 13/16" spark plug socket
   - ratchet, husky
   - extension, 12 ft and 5 ft
   - break over handle
   - speed handle
   - 9 piece metric socket set
   - swivel
   - swivel socket, 1/2" and 9/16"
   - plastic mallet 12 oz.
   - impact driver with bits
   - standard sockets; sizes 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4", 13/16", 7/8"
   - deep sockets; sizes 1/2", 9/16", 5/8", 11/16", 3/4", 13/16"
   - 4 piece phillips screwdriver set
   - 4 piece slot head screwdriver set
   - combination end wrench; sizes 1/4", 3/8", 7/16", 1/2", 9/6", 5/8", 7/8", 15/16", 1/11"
   - 10 piece metric wrench set
6. Wrench and sockets, air impact

Snowmobile 38.03

Printed Materials

1. Small Engines Service Manual (10th Edition). Technical Publications Division, Intertec Publishing Corporation.
2. Snowmobile Manufacturer's Service Manuals (collection).
3. Snowmobile Service Manual (Sixth Edition). Intertec Publishing Corporation, 1973.

Audio/Visual

none

Equipment

1. Gun, pop rivit.
2. Jack.
3. Pullers, flywheel, assorted.
4. Snowmobile (one with bogie wheel suspension and one with slide rail suspension).
5. Test equipment, electrical:
   - Yamaha electro-tester
   - point checker
   - meter, multi
   - timing light
   - Graham coil tester
   - Merc-o Tronic coil tester
6. Tools, hand:
   - tool box with tray
   - pad lock
   - pliers, needle nose, diagonal, slip joint
   - raw hide mallet (no. 3).
   - ball peen hammer (12 oz.)
   - 3/8" driver
   - 13/16" spark plug socket
   - ratchet, husky
   - extension, 12 ft and 5 ft
   - break over handle
   - speed handle
   - 9 piece metric socket set
   - swivel
   - swivel socket, 1/2" and 9/16"
   - plastic mallet 12 oz.
   - impact driver with bits
   - standard socket; sizes 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4", 13/16", 7/8"
   - deep sockets; sizes 1/2", 9/16", 5/8", 11/16", 3/4", 13/16"
   - 4 piece phillips screwdriver set
   - 4 piece slot head screwdriver set

combination end wrench; sizes 1/4", 3/8", 7/16", 1/2", 9/6", 5/8", 7/8", 15/16", 1/11"
10 piece metric wrench set

7. Track repair kit.
8. Welding equipment, arc.
9. Welding equipment, gas.
10. Wrench and sockets, air impact.

Motorcycles 38.04

Printed Materials

1. Motorcycle manufacturer's service manuals collection.
2. Motorcycle Service Manual, Third Edition, Volumes 1 & 2. Intertec Publishing Corporation.

Audio/Visual

none

Equipment

1. Dial indicator with clamp.
2. Jig, wheel alignment.
3. Motorcycle.
4. Pullers, flywheel, assorted.
5. Test equipment, electrical:
   Yamaha electro tester
   point checker
   meter, multi
   timing light
   Graham coil tester
   Merc-o Tronic coil tester
6. Timing kit, mechanical.
7. Tire patching kit.
8. Tires, motorcycle.
9. Tools, hand: tool box with tray
   pad lock
   pliers, needle nose, diagonal, slip joint
   raw hide mallet (no. 3)
   ball peen hammer (12 oz.)
   3/8" driver
   13/16" spark plug socket
   ratchet, husky

extension, 12 ft and 5 ft
break over handle
speed handle
9 piece metric socket set
swivel
swivel socket, 1/2" and 9/16"
plastic mallet 12 oz.
impact driver with bits
standard sockets, sizes 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4", 13/16", 7/8"
deep sockets, sizes 1/2", 9/16", 5/8", 11/16", 3/4", 13/16"
4 piece phillips screwdriver set
4 piece slot head screwdriver set
combination end wrench, sizes 1/4", 3/8", 7/16", 1/2", 9/6", 5/8", 7/8", 15/16", 1/11"
10 piece metric wrench set

10. Tools, tire repair.
11. Wheels, motorcycle.
12. Wrench, nipple.
13. Wrench and sockets, air impact.

Outboard Engines 38.05

Printed Materials

1. Evinrude Service Manual (1972), Fisherman 6 h.p. Outboard Marine Corporation, 1971.
2. Marine Engine Technician (workbook). Ken Cook Transnational, 1971.
3. Outboard engine manufacturer's service manuals collection.
4. Outboard Motor Service Manual (Sixth Edition) Volumes 1 & 2. Intertec Publishing Corporation.
5. Outboard Motor and Boating. Uskali, Theodore Audel and Company, 1969.

Audio/Visual

none

Equipment

1. Outboard engine.
2. Pullers, flywheel, assorted.
3. Test equipment, electrical:
   Yamaha Electro tester
   point checker

meter, multi
timing light
Graham coil tester
Merc-o Tronic coil tester

4. Timing kit, mechanical.
5. Tools, hand: tool box with tray
pad lock
pliers, needle nose, diagonal, slip joint
raw hide mallet (no. 3)
ball peen hammer (12 oz.)
3/8" driver
13/16" spark plug socket
ratchet, husky
extension, 12 ft and 5 ft
break over handle
speed handle
9 piece metric socket set
swivel
swivel socket, 1/2 " and 9/16"
plastic mallet 12 oz.
impact driver with bits
standard sockets, sizes 3/8", 7/16", 1/2", 9/16", 5/8", 11/16", 3/4", 13/16", 7/8"
deep sockets, sizes 1/2", 9/16", 5/8", 11/16", 3/4", 13/16"
4 piece phillips screwdriver set
4 piece slot head screwdriver set
combination end wrench, sizes 1/4", 3/8", 7/16", 1/2", 9/6", 5/8", 7/8", 15/16", 1/11"
10 piece metric wrench set
6. Wrench and sockets, air impact.

SUPPORT RESOURCE LIST BY CURRICULUM AREA FOR

CURRICULUM AREA 38: SMALL ENGINES

Welding Support (CA: 36)

Printed Materials

1. Welding Skills and Practices. Giachino, Weeks, Brune, Fourth Edition, American Technological Society, 1971.

Audio/Visual

none

Equipment

1. Arc welding equipment: 225 amp AC/DC arc welder
   high frequency stabilizer
   tig torch and regulator
   mild steel welding electrode
2. Holding fixture.
3. Oxygen-acetylene welding and cutting equipment.
4. Protective clothing (gloves, jacket or apron).
5. Safety goggles.
6. Supplies: cast iron
   bronze flux
   bronze weld rods
   metal stock (1/8", 1/5", 1/4" and 3/8" thick)
   pipe sections (same diameter)
   scrap metal (practice).
7. Test equipment, weld bend.
8. Welding face mask.

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 46: CAREER GUIDANCE

Before beginning the Career Guidance Curriculum Area at Mountain-Plains, the student will have completed several kinds of occupational apptitude and interest tests. The student profiles of the following tests will be used in the courses.

General Apptitude Test Battery - U.S. Department of Labor, Manpower Administration, Washington, D.C.

Ohio Vocational Interest Survey - Guidance to Career Exploration, Harcourt Brace, Jovanovich, Inc., New York, N.Y.

Minnesota Interest Questionnaire - Gay et al, Minnesota Administration.

Career Guidance 46.01

Printed Materials

1. Science Research Associates. Occupational Exploration Kit, Chicago, Illinois, 1971.
2. Dictionary of Occupational Titles, Volume I and II. U.S. Department of Labor, Bureau of Employment Security, U.S. Government Printing Office, Washington, D.C., 1965.
3. Occupational Outlook Handbook. U.S. Department of Labor, Bureau of Labor Statistics, U.S. Government Printing Office, Washington, D.C., 1974.
4. Chronicle Guidance Publications, Inc., Morovia, New York, 1971.
5. Vital Information for Education and Work. Montana, Wyoming, Indiana, Pennsylvania, Iowa, Los Angeles, San Diego.

Audio/Visual

A library of filmstrips and tapes is available in the Career Guidance Center but are not required by the LAPs.

Equipment

1. 35 mm Filmstrip/Cassette projector.

Career Guidance 46.02

Printed Materials

1. Science Research Associates. Occupational Exploration Kit, Chicago, Illinois, 1971.
2. Dictionary of Occupational Titles, Volume I and II. U.S. Department of Labor, Bureau of Employment Security, U.S. Government Printing Office, Washington, D.C., 1965.
3. Occupational Outlook Handbook. U.S. Department of Labor, Bureau of Labor Statistics, U.S. Government Printing Office, Washington, D.C., 1974.
4. Chronicle Guidance Publications, Inc., Morovia, New York, 1971.
5. Vital Information for Education and Work. Montana, Wyoming, Indiana, Pennsylvania, Iowa, Los Angeles, San Diego.
6. Career World. Curriculum Innovations, Inc., Highwood, Illinois.

Audio/Visual

A library of filmstrips and tapes is available in the Career Guidance Center but are not required by the LAPs.

Equipment

1. 35 mm Filmstrip/Cassette projector.

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 47: WORLD OF WORK

World of Work 47.01

Printed Materials

1. Merchandising Your Job Talent. Pamphlet, U.S. Department of Labor.
2. Your Personality and Your Job. Daniel Sinich, Science Research Associates.

Audio/Visual

Filmstrip/Cassette

1. Job Attitude - A Job That Goes Someplace. Guidance Associates, Pleasantville, New York.
2. Your Job Interview. World of Work Series, McGraw-Hill Films, New York, New York.

Equipment

1. Filmstrip/Cassette viewer.
2. Video-tape equipment.

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 51: HEALTH EDUCATION

Introduction to Health Education 51.01

Printed Materials

1. First Aid. Fourth Edition, American Red Cross, May 1973.
2. Rescue Breathing. Third Edition, Health Education Center, New York Department of Health, 1972.
3. Student Health Handbook. Mountain-Plains Education & Economic Development Program, Inc., Second Edition, February 1974.

Audio/Visual

1. Bleeding and Shock. Medical Self-Help Films, U.S. Department of Health, Education and Welfare and Department of Defense, 1967, 35 mm Film.
2. Bleeding and Bandaging. Medical Self-Help Films, U.S. Department of Health, Education and Welfare, Washington, D.C., 35 mm Film.

Equipment

1. Resusci-Anne, Sample First Aid Kit, Practoplast Burn examples.
2. First Aid Facts Wall Chart. Johnson & Johnson.

Family Health 51.02

Printed Materials

1. Home Nursing Programmed Instruction Students Manual. American Red Cross,
2. Dental Floss. Pamphlet, Johnson & Johnson, New Brunswick, New Jersey.
3. Break the Chain of Tooth Decay. Pamphlet, American Dental Association, Chicago, Illinois.
4. How to Take the Worry Out of Being Close. Gray & Gray, Oakland, California, 1971.
5. Voluntary Sterilization for Men and Women. Planned Parenthood Federation of America, Inc., 1970.

Audio/Visual

35 mm Filmstrips

1. Venereal Disease: A Present Danger. Filmstrip, Guidance Associates Filmstrips, (two parts).
2. Female Reproductive System. McGraw-Hill Book Company.
3. Male Reproductive System. McGraw-Hill Book Company.

Equipment

none

RESOURCE LIST FOR

CURRICULUM AREA 61 CONSUMER EDUCATION

Consumer Education 61.01

Printed Materials

1. Record Book: Food, Clothing and Shelter. Modern Consumer Education, Grolier Educational Corporation, New York, N. Y. (used in conjunction with tape "A Place to Rent".)

Audio/Visual

35 mm Filmstrips:

1. Money Mangement. Aims Industrial Media Service, Inc., Hollywood, California.
2. Making Credit Work For You. Society for Visual Education, Chicago, Illinois.

Cassette Tapes:

3. A Place to Rent. Modern Consumer Education, Grolier Educational Corporation. (Used in conjunction with "Record Book: Food, Clothing and Shelter" above.)

Equipment

1. 35 mm Filmstrip Projector.
2. Cassette Tape Player.

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 63: HOME MANAGEMENT

Home Management 63.01

Printed Materials

1. A Guide to Good Eating. National Dairy Council, Chicago, Illinois.
2. Vitamins and Minerals in Your Body. Chart, Vitamin Information Bureau, Inc., New York.
3. Vitamins and Minerals in the Growing Years. Chart, Vitamin Information Bureau, Inc., New York.

Audio/Visual

35 mm Filmstrips

1. Food Needs of Children. Child Care and Development, Set 1, McGraw-Hill Films.
2. Vitamins and You. National Dairy Council, Chicago, Illinois.
3. Color Display (to be made by instructor).
4. Display of Fabric Textures and Patterns (to be made by instructor).

Equipment

1. 35 mm Filmstrip projector.
2. Materials for making a color and fabric display.

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 66: PARENT INVOLVEMENT

Interaction With Children 66.01

Printed Materials

1. Help Your Child to Like Himself. Haime G. Ginott, This Week Magazines, February 23, 1969.

Audio/Visual

35 mm Filmstrip/Cassettes

1. Everyday Problems of Young Children (Series 1). Rose Mukinji, Parents' Magazine Films, Inc., 1974.
2. How to Get Your Child to Listen to You and How to Listen to Your Child (Series 2). National Education Association, 1971.
3. The Child's Relationship With the Family (Series 3). Suzanne S. Freeman, Parents' Magazine Films, Inc., 1973.
4. The Child's Point of View (Series 4). Dr. David Elkind, Parents' Magazine Films, Inc., 1973.
5. Your Child and Discipline (Series 5). Rudolph Driekens, M.D. and Vicki Saltz, R.N., National Education Association.

16 mm Filmstrip

6. Reward and Punishment. CMR Educational Film Library.

Equipment

1. 35 mm Filmstrip/record projector.
2. 35 mm Filmstrip/cassette projector.
3. 16 mm Filmstrip projector.

Infant and Toddler 66.02

Printed Materials

1. Your Child's Intellect. Bell, Olympus Publishing Company, 1973.

Audio/Visual

35 mm Filmstrip/Cassette

1. Child Care and Development (Series 1). Elizabeth G. Mountain, McGraw-Hill Films.
2. The First Eighteen Months from Infant to Toddler (Series 2). Rita Kramer, Parents' Magazine Films, Inc., 1974.
3. Preparing the Child for Learning (Series 3). Dr. J. Ronald Lally, Parents' Magazine Films, Inc., 1973.
4. How the Average Child Behaves: Ages 1-5 (Series 4). Maja Bernath, Parents' Magazine Films, Inc., 1968.

Equipment

1. 35 mm Filmstrip/Cassette projector.

The Pre-School Child 66.03

Printed Materials

1. The Ways Children Learn. Murphy and Leeper, Department of Health, Education and Welfare Publication #(OCO)72-15, 1970.

Audio/Visual

35 mm Filmstrip/Cassette

1. Everyday Problems of Young Children (Series 1). Rose Mukinji, Parents' Magazine Films, Inc., 1974.
2. Child Care and Development (Series 1). Elizabeth G. Mountain, McGraw-Hill Films.
3. Preparing the Child for Learning (Series 3). Dr. J. Ronald Lally, Parents' Magazine Films, Inc., 1973.
4. How the Average Child Behaves: Ages 1-5 (Series 4). Maja Bernath, Parents' Magazine Films, Inc., 1968.
5. Your Child: From Home to School. National Association of Elementary School Principles, 1972.

Equipment

1. 35 mm Filmstrip/Cassette projector.

Middle-Age Child (.04)/Adolescence (.05)

No outside resources. All printed materials are attached to the LAP.

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 70 CARPENTER

Rough-In 70.01

Printed Materials

1. Blueprint Reading and Sketching, Carpentry Trades, Residential. Delmar Publishers, 1957.
2. Carpentry. United Brotherhood of Carpenters and Joiners of America, Carpenters Printing Plant, Washington, D.C., 1950-1970.
3. Concrete Technology. Student Manual, Portland Cement Association in cooperation with the National Ready Mixed Concrete Association, Delmar Publishers, 1965.
4. Modern Carpentry. Willis H. Wagner, The Goodheart-Wilcox Company, Inc., 1973.

Audio/Visual

none

Equipment

1. Bar, flat rip.
2. Bits, auger set.
3. Bits, twist set.
4. Chisel, wood set (¼" to 1¼")
5. Cutters, wire side.
6. Brace, hand.
7. Cutter, bolt.
8. Drill, electric hand.
9. Hammer, claw.
10. Hammer, sledge.
11. Hatchet, shinglers.
12. Knife, utility.
13. Level, spirit.
14. Line, chalk.
15. Line, dry.
16. Plane, block.
17. Plumb bob.
18. Rod, leveling.
19. Saw, hack.
20. Saw, hand crosscut.
21. Saw, power hand.
22. Saw, radial arm.
23. Saw, saber
24. Saw table.
25. Screwdriver, phillips set.
26. Screwdriver, slot set.

27. Shears, tinners.
28. Square, combination.
29. Square, framing.
30. Square, T-level.
31. Stapler, hammer type.
32. Tape Measure (16 ft. & 50 ft.)
33. Transit.
34. Wrench, adjustable.

Finish 70.02

Printed Material

1. Blueprint Reading and Sketching, Carpentry Trades, Residential. Delmar Publishers, 1957.
2. Cabinetmaking and Millwork. John L. Ferier, Charles A. Bennett Company, Inc., 1970.
3. Carpentry. United Brotherhood of Carpenters and Joiners of America, Carpenters Printing Plant, Washington, D.C., 1950-1970.
4. Modern Carpentry. Willis H. Wagner, The Goodheart-Wilcox Company, Inc., 1973.

Audio/Visual

none

Equipment

1. Bar, flat rip.
2. Bits, expansive.
3. Bits, auger set.
4. Brace, hand.
5. Chisels, wood set (¼" to 1½")
6. Drill, electric hand.
7. Hammer, claw.
8. Level, spirit.
9. Line, chalk.
10. Line, dry.
11. Bits, twist set.
12. Drill press.
13. Gun, chalking.
14. Jointer.
15. Knife, utility.
16. Miter box.
17. Nail set, ret of.
18. Plane, block.
19. Plane, power hand.
20. Planer, thickness.
21. Plumb bob.
22. Router, portable.
23. Router, trim (plastic laminate)

24. Templates, door hinge.
25. Template, door latch.
26. Sander, belt portable.
27. Sander, belt stationary.
28. Sander, disc stationary.
29. Sander, orbital.
30. Saw, back.
31. Saw, band.
32. Saw, coping.
33. Saw, electric portable.
34. Saw, hack.
35. Saw, hand crosscut.
36. Saw, power hand.
37. Saw, power miter.
38. Saw, radial arm.
39. Saw, scroll hand.
40. Saw, table.
41. Screwdriver, phillips set.
42. Screwdriver, slot set.
43. Shears, tinners.
44. Spreader, mastic.
45. Square, combination.
46. Square, framing.
47. Square, T-level.
48. Stapler, hammer type.
49. Stapler, T-3 Bostick.
50. Tape measure (16 ft.)

General Procedures & Practice for Building Trades & Services 70.03

Printed Materials

1. Basic Measuring Instruments, A Self Instructional Program. Westinghouse Learning Corporation, 1970.
2. Hand Tools, A Self Instructional Program. Westinghouse Learning Corporation, 1970.
3. Shop Safety, A Self Instructional Program. Westinghouse Learning Corporation, 1970.

Audio/Visual

none

Equipment

none

SUPPORT RESOURCE LIST BY CURRICULUM AREA FOR

CURRICULUM AREA 70: CARPENTER

Draftsman (CA 79)

Printed Materials

1. Blueprint Reading and Sketching, Carpentry Trades, Residential. Delmar Publishers, 1957.
2. Building Trades Blueprint Reading and Sketching. Delmar Publishers, 1974.

Audio/Visual

none

Equipment

1. Compass.
2. Scale, architect.
3. Scale, engineer.
4. Triangles (30^{o} x 60^{o} & 45^{o}).

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 71 ELECTRONICS ASSEMBLER

Preparation for Electronic Assembly 71.01

Printed Materials

1. D. C. Circuits, An Individualized Approach to Electronics. Paul E. Trejo, Westinghouse Learning Corporation, 1972.
2. Electronics Assembly and Fabrication Methods. Duarte and Duarte, McGraw-Hill Book Company, 2nd Edition, 1973.
3. Electronic Symbols and Data Chart. Calectro Electronics, 1973.
4. GC Electronics Service Aids, Parts and Accessories. Catalog FR-73-74, GC Electronics, 1972.
5. Heathkit Assembly Manual for Decade Capacitance Kit, Model IN-27. Heathkit Inc., Benton Horbor, Michigan.
6. Heathkit Assembly Manual for Decade Resistance Kit, Model IN-17. Heathkit Inc., Benton Harbor, Michigan.
7. Heathkit Assembly Manual for Resistance Substitution Box, Model IN-37. Heathkit Inc., Benton Harbor, Michigan.
8. Instruction Manual for Heathkit Model TT-1. Heathkit Inc., Benton Harbor, Michigan.
9. Jensen Tool and Alloy Catalog, #674. Jensen Tool Company, 1974.
10. Receiving Tube Characteristics. Sylvania, General Telephone and Electronics, 1973.
11. Replacement Semiconductor Guide. General Electric Company, 1974.
12. Simpson Operator Manual for Model 260-68 Series. Simpson Electric Company, 1972.
13. Telequipment Oscilloscope, Type D51 Manual. Tektronix U.K. Limited, 1971.

Audio/Visual

none

Equipment

1. Aid, soldering.
2. Board, jig.
3. Checker, Tube, Heathkit Model TT-1.
4. Components, electronic: generator
   headphone
   microphone
   motor
   photocell

An assortment of:
batteries
capacitors
crystals
diodes
electron tubes
electron tube sockets
fuses
hardware
inductors
integrated circuits
jacks
plugs
printed circuit boards
relays
resistors
semiconductor rectifiers
semiconductors
speakers
switches
terminals
transistors
wire

5. Conductors, electrical (assortment).
6. Connectors, electrical cable (assortment).
7. Copper, sheet.
8. Drawing instruments.
9. Gauge, wire, American.
10. Gun, soldering.
11. Iron, desoldering.
12. Kit, decade capacitance Model IN-27, Heathkit Inc.
13. Kit, decade resistance Model IN-17, Heathkit Inc.
14. Kit, resistance substitution Model IN-37, Heathkit Inc.
15. Lace, tying.
16. Lugs, terminal valve (assortment).
17. Meter, volt-ohm.
18. Oscilloscope, Telequipment Model D51, Tektronix U.K. Limited.
19. Pencil, soldering (50 watt).
20. Printed circuit panel, Motorola Model KA, Motorola, Inc.
21. Protective devices, wire harness.
22. Radio, Heathkit Model EK-2, Heathkit Inc.
23. Rule, yard.
24. Rule, foot, metal.
25. Scale, meter, metal.
26. Tape, measuring, steel (10 ft.)
27. Tools, hand. (Service Master Kit 995M or equivalent - Xcelite 995M kit, Jensen Tools and Alloys, 4117 North 44th Street, Phoenix, Arizona.)
28. Tools, power (grinder, bench, 6-inch; drill, hand, ¼" chuck.)
29. Wire, 20 gauge.

Electronic Assembly 71.02

Printed Materials

1. Basic Radio, Part 1 & 2 (EK-2A & EK-2B). Heathkit Educational Series, Heath Company, Benton Harbor, Michigan (Part 1: 1960; Part 2: 1961.)

Audio/Visual

none

Equipment

1. Gun, soldering.
2. Kit, Basic Radio, Model ER-2B, Heathkit Inc.
3. Meter, volt-ohm.
4. Pencil, soldering (50 watt).
5. Signal generator, R.F.
6. Tools, hand (Service Master Kit 995M or equivalent - Xcelite 995M Kit, Jensen Tools and Alloys, 4117 North 44th Street, Phoenix, Arizona.)

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 72 ELECTRICAL WIREMAN

Electrical Wiring Rough-In 72.01

Printed Materials.

1. Catalogs, Electrical Supply (collection).
2. Electrical Wiring Residential. Ray C. Mullin, Delmar Publisher, 1973.
3. National Electrical Code (for current year). National Fire Protection Association, 470 Atlantic Avenue, Boston, Massachusetts.
4. Specification Guides, Electrical Products (collection).

Audio/Visual

Film Loops:

1. The Circuit. Hubbard Scientific Company, Northbrook, Illinois.
2. Connecting Wires in an Outlet Box. Produced by: Fairfield Associates, Distributed by: Jam Handy Organization.
3. Dimmer Controls. Hubbard Scientific Company, Northbrook, Illinois.
4. Electromotive Force. Hubbard Scientific Company, Northbrook, Illinois.
5. The Galvanometer. Hubberd Scientific Company, Northbrook, Illinois.
6. Installing a Convenience Outlet. Produced by: Fairfield Associates, Distributed by: Jam Handy Organization.
7. Insulators and Conductors. Hubbard Scientific Company, Northbrook, Ill.
8. Liquid Conductors I and II. Hubbard Scientific Company, Northbrook, Ill.
9. Negative Charge. Hubbard Scientific Company, Northbrook, Illinois.
10. Outlet Box Installation. Produced by: Fairfield Associates, Distributed by: Jam Handy Organization.
11. Parallel Circuit. Hubbard Scientific Company, Northbrook, Illinois.
12. Positive Charge. Hubbard Scientific Company, Northbrook, Illinois.
13. Reversing Polarity. Hubbard Scientific Company, Northbrook, Illinois.
14. Rewiring a Lamp. Produced by: Fairfield Associates, Distributed by: Jam Handy Organization.
15. Series Circuit. Hubbard Scientific Company, Northbrook, Illinois.
16. The Third Wire Can Save Your Life. Produced by: Fairfield Associates, Distributed by: Jam Handy Organization.
17. Toggle Switch Installation. Produced by: Fairfield Associates, Distributed by: Jam Handy Organization.
18. The Wet Cell. Hubbard Scientific Company, Northbrook, Illinois.
19. Wiring a Box with Armored Cable. Produced by: Fairfield Associates, Distributed by: Jam Handy Organization.
20. Wiring an Attachment Plug. Produced by: Fairfield Associates, Distributed by: Jam Handy Organization.

Audio Cassette Tape:

21. Narration for Each of the Film Loops Listed, Mountain-Plains Education & Economic Development Program, Inc., P.O. Box 3078, Glasgow, Montana.

Equipment

1. Awl, scratch.
2. Bender, conduit (Hickey).
3. Bits, auger set.
4. Brace.
5. Cutter, cable.
6. Cutter, pipe.
7. Hammer, electrician.
8. Knife, electricians.
9. Nutdriver, variable size (¼" to 7/16")
10. Plier, cutting, long nose.
11. Plier, high leverage.
12. Plier, oblique cutting, high leverage.
13. Plier, pump (size 10).
14. Pouch, tool (5 pocket).
15. Rule, tape (12 ft 3/4")
16. Saw, hack.
17. Screwdriver, Phillips (number 2: 8 inch).
18. Screwdriver, slot (3/16"x4", 3/16"x9", ¼"x4"and ½"x6")
19. Tape, fish.
20. Tool, all purpose (wire stripper, crimper and cutter).
21. Wiring boards: Metal clad cable.
    Rigid metal conduit
    Non-metallic-sheathed cable.
    Low voltage door bell wiring.
    Electrical metallic tubing.
    Residential burglar and fire alarm system.
    Commercial single phase 120/240 volts AC system.
    Residential single phase 120/240 volts AC system.
    Surface raceways.
    Non-metallic wiring devices.
    Low voltage and communications signal circuits.
22. Wrench, adjustable (size 8).

Electrical Wiring Trim-Out 72.02

Printed Materials

1. Catalogs, Electrical Supply (collection).
2. Electrical Wiring Residential. Ray C. Mullin, Delmar Publisher, 1973.
3. National Electrical Code (for current year). National Fire Protection Association, 470 Atlantic Avenue, Boston, Massachusetts.
4. Specification Guides, Electrical Products (collection).

Audio/Visual

Film Loops: by Hubbard Scientific Company, Northbrook, Illinois.

1. Alternating Current.
2. Electric Generator.
3. The Electric Motor I and II.
4. Electromagnetic Force.
5. Electromagnetic Generator.
6. Electromagnetic Polarity.
7. Electroscope I and II.
8. Electrostatic Induction.
9. Induced Magnetism.
10. Inductive Field.
11. Law of Magnetism.
12. Magnetic Field.
13. Magnetic Poles.
14. Moving Coil.
15. Permanent Magnets.
16. Permeability.
17. Polarity of Static Charges.
18. Poles Occur in Pairs.
19. Reversing Polarity.

Audio Cassette Tape:

20. Narration for Each of the Film Loops Listed, Mountain-Plains Education & Economic Development Program, Inc., P.O. Box 3078, Glasgow, Montana.

Equipment

1. Amprobe.
2. Awl, scratch.
3. Hammer, electricians.
4. Knife, electricians.
5. Lamp, test.
6. Meter, volt-ohm.

7. Nutdriver, variable size (¼" to 7/16")
8. Plier, cutting, long nose.
9. Plier, high leverage.
10. Plier, oblique cutting, high leverage.
11. Plier, pump (sixe 10).
12. Pouch, tool (5 pocket).
13. Rule, tape (12 foot 3/4 inch).
14. Screwdriver, Phillips (number 2: 8 inch).
15. Screwdriver, slot (3/16' x 4, 3/16x9, 1/4x4, & 1/4x6)
16. Tool, all purpose (wire stripper, crimper and cutter).
17. Wiring boards: (Hickok Teaching Systems, Inc., Woburn, Mass.)
    Metal clad cable.
    Rigid metal conduit.
    Nonmetallic sheathed cable.
    Low voltage door bell wiring.
    Electrical metallic tubing.
    Resdiential burglar and fire alarm system.
    Commercial Single Phase 120/240 volts AC system.
    Residential Single Phase 120/240 volts AC system.
    Surface raceways.
    Nonmetallic wiring devices.
    Low voltage and communications signal circuits.
18. Wrench, adjustable (size 8).

SUPPORT RESOURCE LIST BY CURRICULUM AREA FOR

CURRICULUM AREA 72: ELECTRICAL WIREMAN

Draftsman (CA 79)

Printed Materials

1. Building Trades Blueprint Reading and Sketching. Delmar Publishers, 1974.

Audio/Visual

none

Equipment

1. Compass.
2. Scale, architect.
3. Scale, engineer.
4. Triangles (30^{o} x 60^{o} & 45^{o}).

Radio & Television Serviceman (CA 77)

Printed Materials

1. A.C. Circuits, An Individualized Approach to Electronics. Paul E. Trejo, Westinghouse Learning Corporation, New York, New York, 1972 (set of eight booklets and student handbook).
2. D.C. Circuits, An Individualized Approach to Electronics. Paul E. Trejo, Westinghouse Learning Corporation, New York, New York, 1972 (set of ten booklets and student handbook).

Audio/Visual

none

Equipment

1. Battery eliminator.
2. Electricity/Electronics, "C" Case-Combination Learning Unit, portable, Model BG850 A/C, Brodhead-Garrett, 161 Commerce Circle, Sacramento, California.
3. Soldering iron.
4. Service Master Kit 995m or equivalent, Xcelite 995m Kit, Jensen Tools and Alloys, 4117 North 44th Street, Phoenix, Arizona.
5. Electrician's knife.
6. Vacuum tube volt meter.
7. Volt-Ohm meter.
8. Slip-joint pliers.
9. Regulated power supply.
10. Soldering tools.
11. Stop watch.

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 73 PLUMBER

Drainage and Vent Systems 73.01

Printed Materials

1. Plumbers and Pipe Fitters Library: Materials, Tools, Calculations, Volume 1. Jules Oravetz, Sr., Theodore Audel and Company, 1967.
2. Plumbing Specialist: Volume 1, Plumbing, "Waste Systems" (55255 01 0370). Extension Course Institute, Air University, 1969.
3. Related Information Plumbing 1. Harry Slater, Delmar Publishers, 1958.
4. Related Information Plumbing 2. Harry Slater, Delmar Publishers, 1959.

Audio/Visual

none

Equipment

1. Bits, auger (set).
2. Cutter, pipe, hand.
3. Cutter, pipe, plastic.
4. Cutter, pipe, soil.
5. Dies, hand (assortment).
6. Drill, electric (with angle head).
7. Furnace, lead, melting.
8. Hacksaw, power.
9. Hard hat.
10. Irons, caulking.
11. Ladel, lead handling.
12. Nut driver (set).
13. Plugs, test (assortment).
14. Plumb bob.
15. Pot, lead.
16. Reamer.
17. Ropes, lead running.
18. Taps, pipe (assortment).
19. Threader, pipe, power (portable).
20. Trender/Reamer/Cutter, pipe, power combination.
21. Auger, closet.
22. Auger, drain.
23. Tools, basic (plumber): bit, drill (set) (1/16 to 1/4 inch)
    box, tool
    chalk line
    cutter, tubing (1/8 to 5/8 inch)

cutter, tubing (imp)
flaring tool
hacksaw
hammer, claw (16 oz.)
plier, channel lock
rule, steel (12 ft.)
screwdriver (4 in one)
square, combination (12 inch)
wrench, Allen (set)
wrench, open-end, adjustable (6 and 8 inch)
wrench, open-end/box, combination
(3/8 to 3/4 inch)
wrench, pipe (12 inch)

24. Vice, pipe.
25. Wrench, chain.
26. Wrench, compound.
27. Wrench, pipe (14, 18, 24 and 36 inch).
28. Wrench, socket (set).
29. Wrench, torque.

Supply Piping Systems 73.02

Printed Materials

1. Collection of plumbing supply catalogs.
2. Collection of manufacturer's specification sheets.
3. How to Design and Install Plumbing. A. J. Matthias, Jr., and Esles Smith, Sr., American Technical Society, 1960.
4. The Know-How of Wards Simplified Plumbing, (Modern, Easy-to-Install Water and Drainage Systems). Montgomery Wards.
5. Plumber Course, Department of Civil Engineering Training, Student Study Guide and Student Workbook, (ABR 55235-III-1 through 11), Air Training Command. Installation of Bathtub; Roughing in the Bathtub and Shower Water Supply; Roughing in Urinal and Water Closet Watter Supplies; and Testing Waste Systems.
6. Plumber Course, Department of Civil Engineering Training, Student Study Guide and Student Workbook. Maintenance of Piping and Components. (ABR 55235-IV-1 through 7), Air Training Command.
7. Plumbers and Pipe Fitters Library: Drainage, Fittings, Fixtures, Volume 2. Jules Oravetz, Sr., Theodore Audel and Company, 1967.
8. Plumbing Specialist: Volume 2 Plumbing, Water Supply Systems and Fixtures, (55255 02 0666 0167). Extension Course Institute, Air University.
9. Related Information Plumbing 1. Harry Slater, Delmar Publishers, 1958.
10. Related Information Plumbing 2. Harry Slater, Delmar Publishers, 1959.
11. Requisition (forms).

Audio/Visual

none

Equipment

1. Bits, auger (set).
2. Brushes, fitting, cleaner (assorted).
3. Cutter, pipe, hand.
4. Cutter, pipe, plastic.
5. Cutter, pipe, soil.
6. Dies, hand (assortment).
7. Drill, electric (with angle head).
8. Furnace, lead melting.
9. Hacksaw, power.
10. Hard hats.
11. Irons, caulking.
12. Iron, soldering (Presolite attachment).
13. Ladel, lead handling.
14. Nut driver (set).
15. Plumb bob.
16. Pot, lead.
17. Reamer.
18. Ropes, lead running.
19. Swaging tool.
20. Tapes, pipe (assortment).
21. Threader, pipe, power (portable).
22. Trender/Reamer/Cutter, pipe, power combination.
23. Analyser, heating system.
24. Bender, tube.
25. Bender, tube (spring).
26. Tools, basic (plumber):
    - bit, drill (set)(1/16 to 1/4 inch)
    - box, tool
    - chalk line
    - cutter, tubing (1/8 to 5/8 inch)
    - cutter, tubing (imp)
    - flaring tool
    - hacksaw
    - hammer, claw (16 oz.)
    - plier, channel lock
    - rule, steel (12 ft.)
    - screwdriver (4 in one)
    - square, combination (12 inch)
    - wrench, Allen (set)
    - wrench, open-end, adjustable (6 and 8 inch)
    - wrench, open-end/box, combination (3/8 to 3/4 inch)
    - wrench, pipe (12 inch)

27. Torch and tank, Presoto Lite or equivalent.
28. Torch, exygen-acetylene set (complete).
29. Vice, pipe.
30. Wrench, basin.
31. Wrench, chain.
32. Wrench, compound.
33. Wrench, faucet seat.
34. Wrench, pipe (14, 18, 24 and 36 inch).
35. Wrench, socket (set).
36. Wrench, strap.
37. Wrench, torque.

General Procedures and Practices for Building Trades and Services 73.03

Printed Materials

1. Basic Measuring Instruments, A Self Instructional Program. Westinghouse Learning Corporation, 1970.
2. Hand Tools, A Self Instructional Program. Westinghouse Learning Corporation, 1970.
3. Shop Safety, A Self Instructional Program. Westinghouse Learning Corporation, 1970.

Audio/Visual

none

Equipment

1. Caliper, vernier.
2. Micrometer, inside/outside.

SUPPORT RESOURCE LIST BY CURRICULUM AREA FOR

CURRICULUM AREA 73: PLUMBER

Draftsman (CA: 79)

Printed Materials

1. Blueprint Reading for Plumbers, Residential and Commercial. Delmar Publishers, 1973.
2. Building Trades Blueprint Reading and Sketching. Delmar Publishers, 1974.

Audio/Visual

none

Equipment

1. Compass.
2. Scale, architect.
3. Scale, engineer.
4. Triangles (30^{o} x 60^{o} & 45^{o}).

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 74 HEATING SYSTEMS SERVICEMAN

Heating Systems and Servicing 74.01

Printed Materials

1. Air, Air Problems and Measurement, (Manual). Carrier Air Conditioning Company, GTA-6, 1965.
2. Controllers, Thermostats, Warm Air and Hydronics. Honeywell Residential Control Training, 1973.
3. Forced Air and Hydronic Heating: Lab Manual for Use with Thermal Heating Training Units. Thermal Engineering Company, Toledo, Ohio, 1970.
4. Gas Controls. Honeywell Residential Controls Training, 1973.
5. Gas Heating, (Manual). Carrier Air Conditioning Company, GTA-6, 1966.
6. Getting Started in Heating and Air Conditioning Service. Russell, Business News Publishing Company, 1973.
7. Guidelines to Central Heating Equipment Service, (Instructor's Manual, 30-2998). General Electric Company.
8. Manufacturer's operating procedures and specifications for the trainer or equivalent heating system.
9. Modern Refrigeration and Air Conditioning: Theory, Practice of Refrigeration and Air Conditioning Systems. Althouse, Turnquist & Bracciano, Goodheat-Wilcox Company, Inc., 1968.
10. Oil Controls. Honeywell Residential Controls Training, 1973.
11. Oil Heating, (Manual). Carrier Air Conditioning Company, GTA-5, 1967.
12. Related Information Plumbing 1. Slater, Delmar Publishers, 1958.
13. Related Information Plumbing 2. Slater, Delmar Publishers, 1959.
14. Remote Mounted Thermostats, (Manual). Carrier Air Conditioning Company, GTA-8, 1973.
15. Schematic Wiring Made Easy: An Introduction to Schematic Wiring for Residential Heating and Air Conditioning Equipment. Russel, Allen Russel Associates, Marshalltown, Iowa, 1973.
16. Service Training Guideline, Gas Heating Fundamentals. General Electric Company.
17. The Know-How of Wards Hydronic Heating (Modern, Forced Hot-Water Heating). Montgomery Ward.
18. Ventilation and Combustion Air, (Manual). Carrier Air Conditioning Company, GTA-7, 1973.

Audio/Visual

Slides and Audio Cassettes:

1. Air, Air Problems and Measurement, GTA-3. Carrier Air Conditioning Company, 1965.
2. Gas Heating, GTA-6. Carrier Air Conditioning Company, 1966.

3. Oil Heating, GTA-5. Carrier Air Conditioning Company, 1967.
4. Remote Mounted Thermostats, GTA-8. Carrier Air Conditioning Company, 1973.
5. Ventilation and Combustion Air, GTH-7. Carrier Air Conditioning Company, 1973.

Equipment

1. Mirror, inspection.
2. Test equipment, heating:
   - air velocity meter
   - analyser heating systems
   - analyser thermal moist-temp
   - gauge, pressure
   - manometer
   - oxygen and carbondioxide indicator
   - sling psychrometer
   - smoke tester
   - thermometer
3. Tools, hand (basic):
   - brush, longhandled
   - plier, combination (6 inch)
   - plier, electricians (6 inch)
   - plier, slim nose (6 inch)
   - screwdriver, blade (set)
   - screwdriver, Phillips (set)
   - wrench, open-end (set)
4. Trainer, heating systems (or equivalent):
   - gas fired
   - oil fired
   - forced air
   - hydronic
5. Water heater, gas fired.
6. Player, audio cassette.
7. Projector, 2 x 2 slide.

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 75 REFRIGERATION/COOLING SYSTEMS SERVICEMAN

Refrigeration/Cooling Systems 75.01

Printed Materials

1. Collection of Refrigeration parts catalogs.
2. Cooling Controls Reference Manual. Honeywell Residential Controls Training, Honeywell Inc., 1973.
3. Getting Started in Heating and Air Conditioning Service. Russell, Business News Publishing Company, 1973.
4. Guidelines to Central Cooling and Weathertron, (Instructor's Manual). General Electric.
5. Modern Refrigeration and Air Conditioning: Theory, Practice of Refrigeration and Air Conditioning Systems. Althouse, Turnquist and Bracciano, Goodheart-Wilcox Company, Inc., 1968.
6. Refrigeration and Air Conditioning: A Laboratory Manual and Workbook of Refrigeration and Air Conditioning. Kamm, Thermal Engineering Company 1968.
7. Remote Mounted Thermostats, (Manual). Carrier Air Conditioning Company, GTA-6, 1966.
8. Schematic Wiring Made Easy: An Introduction to Schematic Wiring for Residential Heating and Air Conditioning Equipment. Russell, Allen Russell Associates, Marshalltown, Iowa, 1973.

Audio/Visual

Slides and Cassettes:

1. Heat Pump, GTA-4. Carrier Corporation, 1967.
2. Remote Mounted Thermostats, GTA-6. Carrier Air Conditioning Company, 1966.

Equipment

1. Adapters, service valve (assortment).
2. Amprobe.
3. Analyser, electrical.
4. Analyser, hermetic.
5. Beaker, small.
6. Bottle, Thermos, wide neck.
7. Brush, approximately 1 inch.
8. Container, quart, open top.
9. Cylinder, charging.

10. Detector, leak: a lite touch type
    an electronic type
11. Driver, nut (set).
12. File, mill (fine).
13. Guage, electronic high vacuum.
14. Guage, pressure.
15. Goggles, safety.
16. Kit, attachment (Hermetic service valve).
17. Knife, electrician's.
18. Lighter, spark.
19. Meter, volt-ohm.
20. Meter, watt.
21. Player, audio cassette.
22. Projector, slide (2 x 2).
23. Pump, high vacuum.
24. Scale, weighing.
25. Screwdriver, Phillips #2.
26. Tablespoon.
27. Thermometer, dial.
28. Thermometer, electronic.
29. Thermometer, glass stemmed (C^{O}).
30. Thermometer, glass stemmed (F^{O}).
31. Thermometer, recording.
32. Tools, basic serviceman:
    - tool box
    - 1/8" to 1" tubing cutter
    - 1/8 to 5/8 Imp tubing cutter
    - pinch off tool 1/4 to 1/2
    - tap-a-can valve
    - 1/2 plug
    - 5/8 OD test plug
    - 3/8 OD test plug
    - inner outer reamer
    - spring tube benders 1/4, 3/8, 1/2, 5/8
    - ratchet wrench
    - swaging tool 1/4, 3/8, 1/2 and 5/8 OD
    - 10" crescent wrench
    - 8" crescent wrench
    - ball peen hammer
    - pliers
    - diagonal cutter
    - double flaring tool
    - 8 ft. steel tape
    - 6" flat file
    - long nose pliers
    - screwdriver, blade, 4", 6", and 8"
    - flare nut wrench set, 3/8, 7/16-1/2, 9/16-5/8, 11/16
    - guage manifold set with hoses
33. Torch, oxygen-acetylene outfit (complete).

34. Trainer, Air Conditioning Service (Allen Russell Associates).
35. Training Unit, refrigeration (Model 9001 Basic, Model 9501 Commercial or equivalent), Thermal Engineering Company.
36. Valve, service (tap-a-line).
37. Wrench, open end (set).
38. Wrench, socket (set).

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 76 APPLIANCE SERVICEMAN

Heater-Type Appliances 76.01

Printed Materials

1. Appliance Service Manuals for appliances used in the program.
2. Catalogs, appliance supply (assortment).
3. Home Appliance Servicing. Edwin P. Anderson, 2nd Edition, Theodore Audel and Company, Indianapolis, Indiana, 1965.

Audio/Visual

none

Equipment

1. Amprobe (RS-3 Rotary Meter B-A).
2. Box, utility.
3. Chisels, (½" and 5/8").
4. Cutters, diagonal.
5. Gun, Soldering (100-140 watt).
6. Hammer, ball pein (12 oz.).
7. Hammer, plastic tip (6 oz. & 12 oz.).
8. Heater, space electric.
9. Heater, water, electric.
10. Heater, water, gas.
11. Iron, electric.
12. Kit, solderless terminal.
13. Knife, electricians.
14. Level, aluminum 18".
15. Meter, volt-ohm.
16. Meter, watt.
17. Nut driver set.
18. Pliers, channel-lock (10").
19. Plier, long nose.
20. Plier, slip joint.
21. Plier, vise grip (sixe 7").
22. Puncher (3/16", 3/8" & 5/32").
23. Range, electric.
24. Range, gas.
25. Roaster, electric.
26. Screwdriver, blade (set).
27. Screwdriver, Phillips (set).
28. Tape, steel measuring (12 ft).
29. Wrench, adjustable.
30. Wrench, combination set.
31. Wrench, hex & spline (kit).

Motor-Operated Appliances 76.02

Printed Materials

1. Appliance Service Manuals for appliances used in the program.
2. Catalogs, appliance supply (assortment).
3. Home Appliance Servicing. Edwin P. Anderson, 2nd Edition, Theodore Audel and Company, Indianapolis, Indiana, 1965.
4. Small Appliance Repairs. R. W. Newnham, McGraw-Hill, Company of Canada, Limited, Toronto, 1967.

Audio/Visual

none

Equipment

1. Amprobe, (RS-3 Rotary Meter B-A).
2. Blender, food, electric.
3. Box, utility.
4. Chisels (1/2" and 5/8").
5. Cleaner, vacuum, electric.
6. Compactor, electric, automatic.
7. Cutters, diagonal.
8. Dishwasher, automatic.
9. Disposer, garbage.
10. Dryer, clothes (electric, automatic).
11. Dryer, clothes (gas, automatic).
12. Gun, soldering (100-140 watt).
13. Hammer, ball pein (12 oz.).
14. Hammer, plastic tip (6 oz. & 12 oz.).
15. Kit, solderless, terminal.
16. Level, aluminum 18".
17. Meter, volt-ohm.
18. Meter, watt.
19. Mixer, food, electric.
20. Nut driver set.
21. Plier, channel-lock (10").
22. Plier, long nose.
23. Plier, slip joint.
24. Plier, vise grip (size 7").
25. Polisher, floor, electric.
26. Puncher (3/16", 3/8" & 5/32").
27. Screwdriver, blade (set).
28. Screwdriver, Phillips (set).
29. Tape, steel measuring (12 ft.).
30. Washer, clothes, automatic.
31. Wrench, adjustable.
32. Wrench, combination set.
33. Wrench, hex & spline (set).

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 77 RADIO & TELEVISION SERVICEMAN

D. C. Circuits 77.01

Printed Materials

1. D.C. Circuits, An Individualized Approach to Electronics. Paul E. Trejo, Westinghouse Learning Corporation, New York, N.Y., 1972 (set of ten booklets and student handbook.).

Audio/Visual

none

Equipment

1. Battery eliminator.
2. Electricity/Electronics, "C" Case-Combination Learning Unit - Portable, Model BG850A/C, Brodhead-Garrett, 161 Commerce Circle, Sacramento, California, 95815.
3. Soldering iron.
4. Service Master Kit 995m or equivalent, Xcelite 995m Kit, Jensen Tools and Alloys, 4117 North 44th Street, Phoenix, Arizona.
5. Electrician's knife.
6. Vacuum tube volt meter.
7. Volt-Ohm meter.
8. Slip-joint pliers.
9. Regulated power supply.
10. Soldering tools.
11. Stop watch.

A.C. Circuits 77.02

Printed Materials

1. A.C. Circuits, An Individualized Approach to Electronics. Paul E. Trejo, Westinghouse Learning Corporation, New York, N.Y., 1972 (set of eight booklets and student handbook).

Audio/Visual

none

Equipment

none

Basic Radio Theory & Component Assembly 77.03

Printed Materials

1. Basic Radio, Parts 1 & 2. Heath Company, Benton Harbor, Michigan, 1960.
2. Electronics Assembly and Fabrication Methods. Duarte and Duarte, McGraw-Hill, 1973.
3. Photofact Service. Howard W. Sams & Company, Inc., 4300 West 62nd Street, Indianapolis, Indiana.

Audio/Visual

none

Equipment

1. Alignment tool set.
2. Basic Radio Kit, Heathkit Model EK-2, Heathkit Company, Benton, Harbor, Michigan.
3. Decade capacitor box.
4. Decade resistor box.
5. Substitution resistor box.
6. Capacitor checker.
7. Transistor F.E.T. checker.
8. Vacuum tube checker.
9. Flashlight.
10. Audio generator.
11. RF Signal generator.
12. Impedance bridge.
13. Desoldering iron.
14. Oscilloscope.
15. Signal tracers.
16. Desoldering tools.
17. Battery eliminator.
18. Soldering iron.
19. Service Master Kit 995m or equivalent, Xcelite 995m Kit, Jenson Tools and Alloys, 4117 North 44th Street, Phoenix, Arizona.
20. Vacuum tube volt meter.
21. Volt-Ohm meter.
22. So dering tools.

Television Repair 77.04

Printed Materials

1. Television Symptom Diagnosis: An Entry Into T.V. Servicing. Howard W. Sams and Company, Inc., 1971.
2. Television Symptom Diagnosis: Student Response Manual. Howard W. Sams and Company, Inc., 1971.
3. Photofact Service. Howard W. Sams and Company, Inc., 4300 West 62nd Street, Indianapolis, Indiana.

Audio/Visual

Super 8 Sound Film:

1. Television Symptom Diagnosis Series TSD-133. (33 titles) Hickok Teaching Systems, Inc., Woburn, Massachusetts.

Equipment

1. Cathode ray tube checker.
2. Function generator.
3. Keyed rainbow/Bar-Dot generator.
4. Sweep/Marker generator.
5. Soldering gun.
6. Projector, Super 8 Sound Film, Model 60, Hickok Teaching Systems, Inc., Woburn, Massachusetts.
7. Television Analyst, B & K Model 1077B, Dynascan Corporation 1801 West Belle Plaine Avenue, Chicago, Illinois.
8. Television Training Kit, CRT & Endosure KT-186, Color Training Chassis, KT-185Y, Hickok Teaching Systems, Inc., Woburn, Massachusetts.
9. Color T.V. test jig.
10. Alignment tool set.
11. Decade capacitor box.
12. Decade resistor box.
13. Substitution resistor box.
14. Capacitor checker.
15. Transistor F.E.T. checker.
16. Vacuum tube checker.
17. Flashlight.
18. Audio generator.
19. Impedance bridge.
20. Desoldering iron.
21. Oscilloscope.
22. Desoldering tools.
23. Iron, soldering.
24. Kit, Service Master 995m or equivalent, Xcelite 995m Kit, Jensen Tools and Alloys, 4117 North 44th Street, Phoenix, Arizona.
25. Meter, vacuum tube volt.
26. Meter, volt-ohm.
27. Tools, soldering.

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 79 DRAFTSMAN

Basic Drawing 79.01*

Printed Materials

1. Basic Technical Drawing. Spencer & Drydon, Macmillan Company, New York, 1968.
2. Catalog collection (Building Trades supplies).
3. Engineering Drawing and Graphic Technology. French & Vierck, Eleventh Edition, McGraw-Hill Book Company, New York, 1973.
4. Exploring Drafting Basic Fundamentals. John R. Walker, Goodheart-Willcox Company, Inc., 1972.
5. Mechanical Drawing. French & Svenson, Webster Division, McGraw-Hill Book Company, New York, 1968.
6. Technical Drawing. Fifth Edition, Gieseche, Mitchell, Spencer & Hill, Macmillan Company, New York, 1967.
7. Technical Drawing Problems. Series 1, Giesecke, Spencer, Mitchell & Hill, Macmillan Company, New York, 1967.

Audio/Visual

none

Equipment

1. Adapter, compass.
2. Blue/Black line printer.
3. Brush, drafting.
4. Cutter, paper (24 inch or larger).
5. Drawing set.
6. Eraser, electric.
7. Erasing shield.
8. Holder, lead.
9. Holder, pen (Leroy).
10. Knife, X-acto.
11. Lead pointer.
12. Lettering guide, Ames or equivalent.
13. Lettering instrument, mechanical (Leroy or equivalent).
14. Pens, Radiograph (#00, 0, 1 & 2).
15. Protractor.
16. Scale, architect.
17. Scale, engineer.
18. Sissors

* Draftsman takes only Course 79.01. Course 79.02 is support for programs of Building Trades & Services students.

19. Scriber, Leroy.
20. Stool, drafting.
21. Table, drafting (with T-square, parallel rule and/or drafting machine).
22. Templates, assorted.
23. Templates, ellipse.
24. Templates, Leroy (#120, 140 & 175).
25. Triangles (30^{o} x 60^{o} & 45^{o}).

Blueprint Reading 79.02

Printed Materials

1. Blueprint Reading and Sketching Carpentry Trades Residential. Delmar Publishers, 1957.
2. Blueprint Reading for Plumbers Residential and Commercial. Delmar Publishers, 1973.
3. Building Trades Blueprint Reading and Sketching. Delmar Publishers, 1974.
4. Sheet Metal Blueprint Reading for the Building Trades. Delmar Publishers, 1971.

Audio/Visual

none

Equipment

1. Compass.
2. Scale, architect.
3. Scale, engineer.
4. Triangles (30^{o} x 60^{o} & 45^{o}).

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 78 ELECTRIC MOTOR REPAIRMAN

Electric Motor Repair 78.01

Printed Materials

1. Electric Motors. Second Edition, Anderson, Theodore Audel and Company, 1971.
2. Electric Motor Repair. Second Edition, Rosenburg, Holt, Renehart & Winston, 1970.
3. Electricity. Dvorak, Brodhead-Garrett Companu, 1969.
4. Electricity and Electronics. Garrish, Goodheart-Wilcox Company, Inc., 1968.
5. Introduction to Power Technology, Principles of Electric Motors. Second Edition, Vega Enterprises Inc., Decator, Illinois, 1973.
6. Requisitions (forms).
7. Set of manufacturer's electric motor service manuals, specifications and data sheets.
8. Work Order (form).

Audio/Visual

Display Boards:

1. Shaded-pole motor.
2. Split-phase motor.
3. Universal motor.

Super 8 Film Loops from Hubbard Scientific Company, Northbrook, Illinois, 1971.

4. Electric Generator.
5. Electromagnetic Force.
6. Electromagnetic Generator.
7. Electromagnetic Polarity.
8. The Electromagnets.
9. Electromotive Force.
10. Inductive Field.
11. Magnetic Field.
12. Magnetic Poles.
13. The Moving Coil.
14. Poles Occur in Pairs.
15. Reversing Polarity.
16. The Solenoid.

Equipment

1. Equipment, special: chisel, coil stripping
   coil shapers
   insulation former
   winder, armature
   winder, coil.
2. Equipment, test: amprobe
   analyser, motor test (model EMTC, Vega Enterprises)
   growler, internal and external
   meter, volt-ohm
   tachometer.
3. Generator, electric (direct current).
4. Learning Unit, Electricity/Electronics, "C" Case-Combination, Portable, Model BG850 A/C, Brodhead-Garrett, 161 Commerce Circle, Sacramento, California, 95815.
5. Motor, electric: three-phase
   split-phase induction
   capacitor start
   repulsion
   direct current
   universal
   shaded-pole.
6. Power supply, variable AC (0-25 volts).
7. Tools, basic: box, tool (18 x 8 x 9)
   chisel, cold
   crimpers, lug
   cutters, diagonal
   gauge, circular
   hacksaw
   hammer, ball peen
   nut driver set
   plier, arc joint
   plier, coil tamping
   plier, lineman's
   plier, long chain-nose
   plier, snap-ring (internal and external)
   puller, pulley
   punch, center
   screwdriver, blade (set)
   wire skinner/straightener
   wrench, locking plier

RESOURCE LIST BY COURSE FOR

CURRICULUM AREA 81 LEADERSHIP TRAINING

Leadership Training Workshop 81.01

Printed Materials

1. Mr./Madam Chairman. Haugen, Augsberg Publishing House, 1963.
2. Handbook of Structured Experience for Human Relations Training. Pfieffer & Jones, Volume 1, Iowa City University Associates Publisher and Consultants, 1974.
3. Springboards to Community Action. Case and Hoffman, Colorado State University Extension Service, Colorado State University.

Audio/Visual

16 mm Films:

1. Attending and Focusing. Manpower Science Services, Inc., 1972.
2. Summarizing. Manpower Science Services, Inc., 1972.
3. Conducting a Meeting. Montana State Audio-Visual Library, State Department of Education, Helena, Montana.
4. Parliamentary Procedures. Montana State Audio-Visual Library, State Department of Education, Helena, Montana.
5. Mr. Chairman. Montana State Audio-Visual Library, State Department of Education, Helena, Montana.
6. Citizen Participates. Montana State Audio-Visual Library, State Department of Education, Helena, Montana.

Equipment

1. Presentation Easal and Marking Pencils.
2. 16 mm Projector.

Leadership Training Workshop II 81.02

Printed Materials

1. Springboards to Community Action. Stewart G. Case and Carl J. Hoffman, University of Colorado Extension Service, 1969.
2. Families in Bankruptcy - A Survey of Recent Studies in Social Problems Today - Dilemmas and Dissensus. Robert O. Herrsman, J. B. Lippincott, New York, 1971.

3. The Functions of Racial Conflict in Social Problems in a Changing World. Joseph S. Himes, Thomas Y. Crowell Company, New York, 1969
4. Life on ADC: Budgets of Despair in the Triple Revolution: Social Problems in Depth. Charles Leabeaux, Little, Brown and Company, 1968
5. Process Skills in Organization Development. Roy A. Clifford and Jerry W. Robinson, Jr., University of Illinois, Extension Service Publication, 1972.
6. A Handbook of Structured Experiences for Human Relations Training. Four volumes (revised editions) edited by J. William Pheiffer and John E. Jones, University Associates, Publisher & Consultant, Iowa City, 1973.

Audio/Visual

16 mm Films:

1. Citizen Participates. Audio-Visual Library, Superintendent of Public Instructors, Helena, Montana.
2. A Look at Local Government. Audio-Visual Library, Superintendent of Public Instructors, Helena, Montana
3. States Political Organizations and Legislative Procedure. Audio-Visual Library, Superintendent of Public Instructors, Helena, Montana.
4. County Government. Audio-Visual Library, Superintendent of Public Instructors, Helena, Montana.
5. The Communication Handbook. Henry Strauss Associates, Perennial Education, Inc.
6. All I Need is a Conference. Henry Strauss Associates, Perennial Education, Inc.
7. Follow the Leader. Henry Strauss Associates, Perennial Education, Inc.

Equipment

1. 16 mm Film Projector.
2. Flash cards made by instructor